

MASTER AGREEMENT

Between

**Independent School District 206
Alexandria, Minnesota**

And

Education Minnesota Alexandria

July 1, 2021 - June 30, 2023

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PREAMBLE

This Master Agreement is entered into this 17th day of December 2021, by and between Education Minnesota Alexandria, hereinafter called the "Exclusive Representative," and Independent School District 206 of Alexandria, Minnesota, hereinafter called the "School District," pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 and amendments, hereinafter referred to as the "Act."

ARTICLE I

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition:

In accordance with PELRA, the School District recognizes Education Minnesota Alexandria as the Exclusive Representative of teachers employed by the School District in which the Exclusive Representative shall have those rights and duties as described by PELRA and as described in this Agreement.

Section 2. Definitions:

The School Board and the Exclusive Representative recognize all definitions found in Section 179A.03, the provisions of 179A.18, the Rights and Obligations of Employees and Employers in Sections 179A.06 and 179A.07 as well as all other sections of the Public Employment Labor Relations Act of 1971, as amended, except as they may be in violation of the laws of the State of Minnesota, federal laws, rules and regulations of the State Board of Education and valid rules, regulations and orders of the state and federal government agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Failure to specifically mention other sections of the Act does not mean they are excluded from this Agreement.

"Teacher" shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed, except Superintendent, assistant superintendent, principals and assistant principals, who devote more than fifty percent (50%) of their time to administrative or supervisory duties, daily substitute teachers who do not replace the same teacher for more than ten (10) working days and such employment does not come within the exceptions stated in the PELRA, and such other employees excluded by law.

ARTICLE II

TEACHERS RIGHTS/OBLIGATIONS/PROCEDURES

Section 1. Dues Checkoff: Any teacher who is a member of the Exclusive Representative may authorize the District to deduct from his/her pay the amount of dues charged by Education Minnesota Alexandria. Individuals represented by Education Minnesota Alexandria who sign authorization cards for payroll deduction of membership dues on or after October 1st must agree to continue such deductions for a period of eleven calendar months. Each authorization shall be renewed from year to year thereafter, unless the employee notifies both the employer and the Union in writing, with a valid signature, of the employee's desire to revoke the authorization during the week of the year preceding October 1st. The

School District shall deduct 1/22 of such dues from the regular salary check of the teacher each month for eleven (11) months beginning in October, and remit that amount to the treasurer of the Exclusive Representative on a monthly basis.

Section 2. Records Relating to Individual Teacher (M.S. 122A.40)

Subd. 1. Access: All evaluations and files generated within the School District relating to each individual teacher shall be available to each individual teacher upon his/her written request. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion in the file written information in response to any material contained therein.

Subd. 2. No disciplinary material shall be placed in a teacher's file or oral reprimand file without written notification being given to the teacher.

Subd. 3. Expungement: The School District may destroy the files as provided by law and shall expunge from the teacher's file any material found to be false or inaccurate through the grievance procedure of the Master Contract.

Subd 4. By October 1 of each school year, the District shall provide in electronic form to Education Minnesota Alexandria the names, FTE status, worksite location and assignment of all bargaining unit members employed. On a quarterly basis or on request, the District shall provide Education Minnesota Alexandria with a current bargaining unit list.

Section 3. Officer of a Professional Association: A leave of absence not to exceed two (2) years without pay shall be granted a teacher for the purpose of serving as an officer of a professional association or on its staff.

Section 4. Inherent Managerial Rights: The School District is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction and the number of personnel.

Section 5. Effect of Laws, Rules, and Regulations: The Exclusive Representative recognizes that all teachers covered by this Agreement shall perform the teaching and teaching related duties prescribed by this Agreement and/or by the School Board and shall be governed by the laws of the State of Minnesota. The Exclusive Representative recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the School Board in so far as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

Section 6 Nonfulfillment of Individual Teacher Employment Contract:

Subd. 1. A teacher who leaves during the contract year will incur a \$1,500 penalty.

Subd. 2. If a teacher breaks the individual teacher contract commitment for the upcoming school year after August 1st but before the first teacher individual contract day, he/she shall incur a \$1,000 penalty.

Subd. 3. If a teacher leaves with less than two (2) weeks' notice, a recommendation will be made to revoke her/his teaching license.

Section 7. Reservation of Managerial Rights: The foregoing enumeration of inherent managerial

rights shall not be deemed to exclude other inherent management rights and functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

Section 8. Letter of Understanding and Memo of Understanding: The Exclusive Representative and the School District may agree upon Master Agreement language beyond the terms of the Agreement through either a letter of understanding or a memo of understanding.

Subd. 1. A letter of understanding will be an agreement for the term of the negotiated Master Agreement that shall not be incorporated into the Master Agreement unless mutually agreed upon through the negotiation process between the Exclusive Representative and the School District.

Subd. 2. A memo of understanding will be a mutually agreed upon clarification in the current negotiated Master Agreement between the Exclusive Representative and the School District. The agreed upon memo of understanding will be approved upon a majority vote of both the Executive Council of the Exclusive Representative and the School Board.

The memo of understanding shall not be incorporated into the Master Agreement unless mutually agreed upon through the negotiation process between the Exclusive Representative and the School District.

Section 9. Use of Facilities:

Subd. 1. Duly authorized representatives of the Exclusive Representative shall be permitted to transact official Exclusive Representative business on school property outside of the basic duty day. Except as provided in ARTICLE II, Section 10, Subd. 4, official business can only be transacted during the basic duty day with the prior approval of the Superintendent whose decision is final and binding and not subject to the grievance procedure. However, such Exclusive Representative business cannot involve, in any way, the planning or discussion for any strike, work stoppage, withholding of service, work slow-down, picketing or bannering of any kind. Such use of school property shall be without charge except when it involves additional custodial service or other costs directly related to such use whereupon the Exclusive Representative shall pay for such custodial service and related costs upon receipt of an itemized statement of such costs from the School District.

Subd. 2. The Exclusive Representative shall have the right to use the School District's facilities, equipment, mail boxes, and mail service upon prior approval of the Superintendent, and the School District shall establish a list of charges for the cost of using equipment, facilities, mail boxes or mail service whenever the use of such equipment, facilities, mail boxes, or mail service results in an additional cost to the School District. However, School District facilities, equipment, mail boxes, or mail service shall not be used for planning, discussion, or printing of materials for any strikes, work stoppages, withholding of services, work slowdowns, picketing, bannering, or for the printing of any materials criticizing or attacking the School Board or any person employed by the School District in any way, and shall not be used for the distribution of negotiations, mediation or arbitration propaganda, and may only be used for negotiations, mediation or arbitration for the purpose of preparing teachers' proposals and counter proposals. "Propaganda" shall be defined as "the spreading of ideas or information to further or damage a cause."

Subd. 3. The Exclusive Representative shall have the right to place appropriately identified notices and other material on designated school bulletin boards, through electronic mail, and in teachers' mailboxes.

Subd. 4. The Exclusive Representative may schedule up to four meetings per school year after

the students' classroom day but prior to the end of the teachers' work day. Such meeting shall not convene nor shall teachers leave their teaching site sooner than fifteen (15) minutes after the student dismissal time. Specific dates and times of the meetings should be cleared in advance with the building principal. Association meetings shall not be held at a time which would conflict with previously scheduled building meetings and/or activities. EMA meetings may start after the teacher contract day.

This shall construe no limit on the number of meetings the Exclusive Representative can call using school facilities after the basic teacher work day.

Section 10. Progressive Discipline:

Section 1. Discipline: Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. However, the School District reserves the right to impose discipline at any level as it determines based upon the circumstances surrounding the action. A conference between the teacher and the teacher's supervisor(s) shall be held prior to the imposition of a written reprimand, suspension, or discharge.

Section 2. Grounds for Disciplinary Action: The imposition of an oral reprimand shall not be subject to the grievance procedure. A teacher may challenge the contents of any written materials in his/her personnel file pursuant to the provisions of M.S. 122A.40. A teacher shall be suspended without pay only for just cause, and such action shall be subject to the grievance procedure. A teacher who is the subject of a discharge shall be governed by M.S. 122A.40, and such action shall not be subject to the provisions of this article.

Section 3. Opportunity to Meet: Suspension with or without pay shall be imposed only by the Superintendent or the Superintendent's designee. If a suspension without pay is to be considered pursuant to Section 2. above, the teacher shall be afforded an opportunity to meet with the Superintendent or the Superintendent's designee, and the teacher may elect to have a representative in attendance at any such meeting.

Section 4. Subject to Arbitration: Suspension without pay shall take effect only after written notification from the Superintendent or the Superintendent's designee to the teacher stating the grounds for suspension without pay. The teacher shall have the right to invoke the grievance procedure set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent or the Superintendent's designee within five (5) working days after receipt of the written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay and the length of the suspension were appropriate considering the circumstances surrounding the action.

Section 5. Removal from Duty – Investigation: This article shall not apply to a teacher who is removed from duty on paid suspension pending investigation of allegations or to a teacher charged with a felony who is removed from duty on unpaid suspension pursuant to M.S. 122A.40, Subd. 13.

ARTICLE III

HOURS OF SERVICE

Section 1. Basic Day, K-12:

Subd. 1. The school day for K-12 teachers shall be eight hours in length including 7.5 hours of duty time and a half-hour duty-free lunch period.

Subd. 2. Professional Day:

Teachers will arrive at the building site at least one-half hour before the student classroom day begins and will remain at least one-half hour after student classroom day ends. The remainder of their time obligation can be made either before or after the established margins. Exceptions to this will be faculty meetings scheduled by the building principals or department chairs or unit leaders at which attendance will be mandatory.

Section 2. Building Hours: The specific hours of an individual building may vary according to the needs of the educational program of the School District. The specific hours for each building will be designated by the School District.

Section 3. Preparation Time and Regular Student Contact Assignment:

Subd. 1. Preparation time is defined as uninterrupted time provided teachers to prepare for completing their duties as a teacher.

Subd. 2. For each 25 minutes of regular classroom instructional time assigned, a teacher will be provided a minimum of five (5) minutes of preparation time within the student contact day. While the School District will make reasonable effort to provide such preparation time on a daily basis, the provisions of this subdivision permit the averaging of time on a weekly or cycle basis. The School District shall make a reasonable effort to provide preparation time in no more than two usable blocks of time of at least 20 minutes in length.

Subd. 3. The remaining hours of the teacher's basic day, when the teacher is not assigned regular classroom instructional time or preparation time as described in Subd. 1. hereof, the teacher will be available for other activities such as student supervision, individual help for students, parent conferences, faculty and department or curriculum meetings.

ARTICLE IV

CLASS SIZE/CASELOAD

The Exclusive Representative will work with the School District to strive for an ideal student to teacher ratio in all grade levels of 27 to 1 or less. However, due to scheduling fluctuations which normally occur, the following language addresses maximum class sizes:

Section 1. Grades K-6: For grades K-6, no class section shall exceed a 30 to 1 student-to-teacher ratio; with the exception of band, choir, physical education and orchestra, without being subjected to the review process as outlined in Section 2, Subd. 1. of this ARTICLE.

Section 2. Secondary: Individual class sizes shall be scheduled by consideration of the number of learning stations available, safety factors, classroom sizes, learner outcomes, behavioral difficulties of students, and any other factors that the department chairs reach consensus on in the course of the scheduling process. No class section shall exceed a 38 to 1 student-to-teacher ratio with the exception of band, choir, and orchestra, without being subjected to the review process as outlined in Subd. 1 of this Section.

Section 3. Special Education: Special Education caseload guidelines as defined by Minnesota Rule 3525.2340, School District Policy, and the ASHA (American Speech-Language-Hearing Association) position statement will be consulted to determine the appropriate caseload sizes for teachers serving as special education teacher in District 206.

Caseloads that are not aligned with these documents may be subject to the review process as outlined in Subd. 1 of this section.

Subd. 1. Any class section/caseload which exceeds the limitations of ARTICLE IV shall be subject to review and potential modification by a committee which consists of the School District administrative representative, immediate supervising administrator, affected teacher, and his/her designated Exclusive Representative.

Section 3. Determination of Average Class Size:

Subd. 1. Class size for grades 7-12 is determined by the number of students in each classroom on a daily basis with the exclusion of special education and music classes.

Subd. 2. Class size for grades K-6 is determined by the ratio of the number of full-time students served at least 40% of the time in a regular classroom to the number of full-time equivalent regular classroom teachers. The School District will strive to arrange classes by grade level that are comparable in size, recognizing the limits of single-section schools and categorical funding requirements.

A classroom teacher is a teacher licensed to teach all subjects to children in grades K-6, whose duties are full-time, regular classroom instruction, excluding teachers for whom federal aid or state special education aid is received, itinerant teachers, and teachers providing instruction outside of the regular classroom. Part-time classroom teachers are counted based on the number of hours of instruction in grades K-6.

ARTICLE V

SCHOOL YEAR

Section 1. Teacher Duty Days: Pursuant to M.S. 120A.40, the School Board, after conferring with the Exclusive Representative, on or before May 1 of each school year, shall establish the number of student days and teacher duty days for the next school year. The teacher shall perform services on those days determined by the School Board, including legal holidays on which the School Board is authorized to conduct school. The number of days shall be 183 days for each of the years covered by the Agreement.

Section 2. Period of Employment: Teachers shall work 183 contracted days under the following arrangement:

2021-2022 and 2022-23 School Years

Grade Level	Instructional Days	P-T Contact Days	Professional Development Days	Teacher Work Days	PLC Day 184 th Day
Grades K-5 plus ECSE	2021-22: 171 2022-23: 171	2021-22: 5 2022-23: 5	2021-22: 4 2022-23: 4	2021-22: 3 2022-23: 3	2021-2023 1 day
Grades 6-8	2021-22: 173 2022-23: 173	2021-22: 3 2022-23: 3	2021-22: 4 2022-23: 4	2021-22: 3 2022-23: 3	2021-2023 1 day
Grades 9-12	2021-22: 174 2022-23: 174	2021-22: 2 2022-23: 2	2021-22: 4 2022-23: 4	2021-22: 3 2022-23: 3	

Subd. 1. Definitions:

- (1) Instructional Days: Days when students are in attendance.
- (2) P-T Contact Days: Days dedicated to enhancing parent and teacher connections that would include parent-teacher conferences (The format for parent teacher conferences will be decided by

District Administrators and will be shared with teachers by September 30th of each year), student registration days, open houses, and school orientations.

(3) Professional Development Days: Building and District days dedicated to goal driven staff improvement activities that would include collaboration, reflection and initial and follow-up training. On occasion, time may be used for teacher work functions.

(4) Teacher Work Days: Days dedicated to team and individual teacher planning and assessment.

Subd. 2. Coordination of Calendar: The school calendar and contracted days shall be coordinated by the School Board and/or its designated representative. The decision regarding dates to be used for these activities should be made on or before May 1 of the preceding school year. Emergency closing days will be made up in accordance with School District Policy.

Section 3. Flexible Duty Days:

Subd. 1. Definition: Flexible duty day(s) are necessary work assignments and/or arrangements between an individual teacher and the School District beyond the regularly scheduled school calendar. The flexible day(s) allows a teacher to not work on a scheduled school calendar workday and then be rescheduled by the School District into another day beyond the school calendar. Flexible duty days are not to provide additional personal leave time during the school year for a teacher.

Subd. 2. School District Approval: The School District may approve flexible duty days with the individual teacher when:

- (1) The request is made in advance of the scheduled work day;
- (2) The purpose of the flexible day(s) is to enhance the teacher's services to the School District and/or advance education in another setting (i.e. School District, region, national);
- (3) Substitute teaching arrangements can be arranged to meet the teacher's regularly assigned duties.

These arrangements (including the exact exchanged days) will be done on an individual basis and written documentation of the mutual agreement for the flexed days will be developed and signed by the individual teacher and the Superintendent and/or designee. The decision of the School District shall be final and binding and is not subject to the grievance procedure.

Subd. 3. Flexible Duty Hour: Elementary special area teachers may flex their direct contact time during parent-teacher conference days when pre-approved by the immediate supervising administrator. The flexible duty hours will be used for unit or department planning, professional training or duties assigned by the immediate supervising administrator. Documentation of the actions from the flexible duty hours will be made upon request of the immediate supervising administrator.

A teacher's work day hours may be modified if the adjustment allows staff to better accommodate the needs of the student population they service. The hours of service will be designated by the School District.

Section 4. Employment, Reassignment, and Transfers:

Subd. 1. Employment and Reassignment of Teachers: In the initial phases of employment the School Board will, whenever reasonably possible, request input from teachers and administration. In teacher reassignment and/or transfer the School District will seek and consider input from the affected teacher(s) and the building administration, including: the interests of the students involved; the skills and seniority of the teacher(s) involved; licensing requirements of the position; the overall management responsibilities; and any other factors it may deem appropriate. The decision relative to initial employment is final and binding and not subject to the grievance procedure. The decision to assign,

reassign, or transfer a current teacher may be grieved through Level III of the grievance procedure; however, the decision of the School Board at Level III is final and binding and not subject to arbitration as provided in the grievance procedure.

Subd. 2. Large Scale Voluntary or Involuntary Transfers: In the event of a large-scale transfer of teachers to another building site (i.e.: moving one or more grade levels to another building; staffing a new building), the School District and the Exclusive Representative will work to establish a process as the situation dictates. The following criteria will be used as a part of that process in making the determinations. All items are given equal consideration: balance of male/female; balance of years of experience; comfort level in the grade; licensure; previous experiences/nonexperience; seniority; time at present grade/unit/ building; ability to work with other potential transferees. All other factors being equal, seniority shall be the final determiner in an involuntary transfer.

If a teacher who has been involuntarily reassigned feels that the criteria have not been fairly considered, she/he may grieve this through Level III of the Grievance Procedure.

Subd. 3. Moving Rooms: When a teacher is “displaced” from her/his classroom due to a reduction in classes or restructuring of classroom placement (i.e. desire to keep all 1st grade classrooms in close proximity), the School District will allow a teacher to use his/her TOPs preschool individual work time and will compensate the teacher up to an additional 4 hours to facilitate any necessary move transitions. (See appendix E)

In the event that a teacher is required to move to a new school or classroom after her/his initial assignment for the upcoming school year, the School District will compensate the teacher for up to 12 hours.

Subd. 4. Shared Teaching Positions:

In the event that two teachers express a desire to share one teaching position, the following guidelines shall apply:

- (1) Except as noted below, each teacher shall have been employed as a contracted teacher in School District 206 at least three years during the preceding five-year period. This requirement may be altered if agreed to by the Exclusive Representative or its designee and the District Administration.
- (2) Neither teacher's position shall exceed a 70% portion of an FTE.
- (3) Application shall be made in writing by both teachers to the Superintendent on or before March 1 to be considered for the following school year. A reapplication is required annually if the teachers seek to extend their shared teaching positions. The Superintendent and the immediate supervising administrator directly affected shall make the final determination on the application and their decision is binding and not subject to the grievance procedure.
- (4) The day-to-day schedule shall be determined by the teachers involved, the immediate supervising administrator involved, and the School District administration. Specifics such as schedule, student evaluation, parent/teacher conferences, student expectations, classroom policies, and procedures, and the like shall be determined by said teachers and the immediate supervising administrator.
- (5) Each teacher will be classified as a less-than-full-time teacher for purposes of employment under the Master Agreement.

- (6) Salary placement will be according to the training and experience of each teacher.
- (7) If during the school year, one teacher resigns or is unable to fulfill her or his position, the other teacher could be expected to assume the entire position within twenty (20) days for the remainder of the school year only.

Subd. 5. Teacher Work Proposal Option: In the event a teacher is assigned to teach a course(s) or is assigned to teach a grade level(s) with a significant change in grade levels (i.e. primary to intermediate, middle level to high level) and the teacher has not taught the course or in the grade level in the past ten school years, the teacher may submit a work proposal. The proposal would allow the teacher up to a total of 20 hours of curriculum writing and/or mentoring time to prepare him/her for the new assignment. The proposal would be submitted to the Meet and Confer Committee for review. The committee would review the proposal and decide on funding the proposal.

The decision of the Meet and Confer Committee is final. The funding support of the work proposal will be from district-wide funds.

Section 5. Special Education Teacher Assessment Time:

Special education teachers with the pre-approval of their immediate supervisor or the director and/or assistant director of student support services have the option, to receive time throughout the school year to complete due process paperwork to ensure compliance with mandated timelines (this is not staffing time).

This Section is subject to the grievance procedure to Level II.

Section 6. Early Childhood Special Education Stretch Calendar:

Early Childhood Special Education (ECSE) teachers will provide services through a stretch school calendar. ECSE teachers shall provide some services during the summer months for consistent programming and to enhance skill development.

They will be required to stretch the duty days beyond the regularly scheduled school calendar and not to work on identified scheduled work days according to the school calendar. Their period of employment shall not exceed 183 days.

The stretch calendar will be assigned to the teachers by the Superintendent or his/her designee. The teachers' calendars will be developed annually in a collaborative effort between two (2) teacher representatives selected by the Exclusive Representative and two (2) administrators.

Section 7. Modifications in Calendar, Length of School Day:

Subd.1. In the event of energy shortage, severe weather, or other uncontrollable emergency, the School District reserves the right to modify the school calendar, and if school is closed on a normal duty day(s), the teacher shall perform duties on such other day(s) in lieu thereof as the School Board or its designated representative shall determine. The decision as to what day or days shall be used to make up this time shall be determined by the School Board, after conferring with the Exclusive Representative.

Subd. 2. In the event of energy shortage, severe weather, or other uncontrollable emergency, the School District may modify the duty day or duty week, but with the understanding that the total number of hours shall not be changed, i.e., a four (4) day week with increased hours per day but the total weekly hours not more than the regular five (5) day week.

Section 8. Work Stoppage: In the event of a teacher-initiated work stoppage, the teachers'

compensation shall be reduced in the amount of 1/number of teacher duty days of the teacher's basic salary, for each day of the work stoppage. However, the School Board in its discretion may reschedule such days lost due to such work stoppage.

Section 9. Runestone Area Education District:

Any District 206 teacher assigned to instructional responsibilities within the Runestone Area Education District may choose to be compensated under the provisions of the District 206 Master Agreement. Furthermore, District 206 teachers whose assignment includes developing curriculum, conducting in-service or providing other instructional related activities for the Runestone Area Education District shall be compensated on a pro rata basis per the District 206 Master Agreement.

Section 10. Teacher on Special Assignment:

Certified teachers may agree to serve in either a part-time or full-time position of Teacher on Special Assignment. The teacher will remain a bargaining unit member of Education Minnesota-Alexandria and will be employed under the terms and conditions of the Master Agreement.

The following conditions will pertain to a Teacher on Special Assignment:

- (1) All new special assignment positions will be identified through the Meet and Confer process.
- (2) All special assignment positions will be posted internally and a pool of internal candidates will be interviewed. If no internal candidate can be administratively recommended to the School Board, the School District may post externally and hire a candidate according to School Board policy.
- (3) A teacher will retain the seniority status for her/his years of teaching experience in the School District as outlined in ARTICLE VII, Section 13. The teacher will advance on the salary schedule for his/her years of experience and approved lane changes as per ARTICLE IX and ARTICLE X.

ARTICLE VI

DISTANCE LEARNING/E-Learning

Section 1. Definitions:

Subd. 1. Distance Learning: Distance learning is the delivery of instruction by a teacher beyond the direct instruction in a traditional classroom setting accomplished through the aid of technology.

Subd. 2. Originating Site: Location of teacher delivery instruction via distance learning.

Subd. 3. Remote Site: Location of student(s) receiving instruction via distance learning.

Subd. 4. Course: The delivery of curriculum content that includes material selection, testing and evaluation.

Section 2. Assignment:

Subd. 1. The teacher assignment to an approved grade PreK-to-12 funded distance learning course shall be by written mutual consent of the teacher and the School District signed by the teacher and the School District. The School District may employ additional teachers if no teacher agrees to accept a distance learning assignment and there are no properly licensed teachers on the School District recall list available for assignment.

No teacher will have her/his teaching position reduced during the 2021-22 and 2022-23 school years as a result of a grades PreK-to-12 funded distance learning course being offered to School District students.

Subd. 2. The terms and conditions of employment contained in the Master Agreement shall apply for all distance learning courses including preparation time, compensation, leaves, travel, and other benefits.

The school calendar and teacher's schedule may be modified by the School District to meet the learning demands of the distance learning students, including allowing for duty time to be completed other than in the school setting. The school and teacher's schedule must be finalized prior to a teacher agreeing to a distance learning assignment.

Subd. 3. Educational policies and procedures of the School District shall apply to all distance learning courses.

Subd. 4. Grading, reporting of absences, and other classroom practices will be completed by the teacher in accordance with the resident school district of the students. Class supervision will be the responsibility of the assigned teacher with appropriate support from the administration at both the originating and remote sites.

Subd. 5. Distance learning class size shall not exceed the limits identified in the Master Agreement, though the Exclusive Representative and School District recognize modifications in class size support may be required to meet the unique challenges of distance learning. Distance learning options may be offered to increase the class size of a course for which the School District's enrollment does not economically justify the course. Final determination of a course offering will be made by the School District.

Section 3. Administration:

Subd. 1. The School District, or its designee through a joint powers agreement, will coordinate the administration of the distance learning course.

Subd. 2. Teacher evaluation, except as provided for in the School District professional growth plan, shall not be done by technology means. Teacher evaluation may be done by only the originating district administration.

Subd. 3. Course and curriculum development opportunities will be provided the teacher by the School District through the Staff Development Committee and Plan, including receiving necessary technical support.

Subd. 4. Recordings, duplications and distribution of distance learning courses may be used for student make-up work reasons, and may not be used without mutual consent of the School District and the teacher.

Other professional use or sharing of distance learning material will be done in accordance with School District 206 policies and may be used with the mutual consent of the teacher.

Subd. 5. No distance learning shall be permitted into a school district where the teachers are conducting a legal strike. Nor shall a distance learning teacher from School District 206 be required to teach in a remote site if School District 206 is on strike.

Subd. 6. The School District will defend, indemnify and keep the teachers harmless from any and

all actions, suits, claims, damages, judgments and executions or other forms of liability which any person or organization may have or claim to have arising out of or by reason of the teacher's assigned involvement in distance learning. This clause shall not preclude the School District from initiating disciplinary action due to illegal actions by the teacher.

Subd 7. The School District shall adopt an e-learning plan in accordance with MN State Statute.

ARTICLE VII

LEAVES OF ABSENCE

Section 1. Sick Leave/Disability Leave:

Eligibility: Teachers will accrue sick leave based on the contracted number of days worked in a school year. Sick leave will be used in increments of ¼ day (under 2 hours), ½ day (2-4 hours), or a full day (over 4 hours). Part-time staff will have their time prorated based on their assigned FTE (full time equivalent).

Subd. 1. Prior to 7/1/2012 and effective as of 7/1/2018, a teacher is eligible for up to 13 days of paid sick leave annually for personal illness or accident. In addition, an employee may use sick leave pursuant to M.S. 181.9413; Sick Leave Benefits; Care of Relatives.

Teachers working less than 183 days in a school year will have their sick leave pro-rated. Sick leave may be used for preventative specialist care due to limited availability, when pre-approved in writing by the School District's Human Resource Director. Any unused sick leave will accumulate to a maximum of 120 days. All sick leave days noted in ARTICLE VII, Sections 3., 4., 5., 7., and 11. used during the year will be deducted from the accumulated sick leave days.

Upon accumulating 120 days of sick leave, each teacher will be eligible for a Sick Leave Buy Back for unused days to a maximum number of 10 (ten) days per year at a rate of \$130.00 per day. Payment for unused sick leave days will be made on the July 15th paycheck of that calendar year for the previous school year.

Subd. 2. A teacher using sick leave for disability related to pregnancy shall submit a written statement from the attending physician certifying the period of disability.

Subd. 3. A teacher may use personal sick leave benefits provided by the School District for absences due to an illness of the teacher's child for such reasonable period as his/her attendance with the child may be necessary, on the same terms the teacher is able to use sick leave benefits for the teacher's own illness.

"Employee" is defined in M.S. 181.940, as a person who performs services for hire for an employer from whom a leave is requested under M.S. 181.940 to 181.944, for at least 12 consecutive months preceding the request, and for an average of 20 or more hours per week during those 12 months, and includes all individuals employed at any site owned and operated by the employer.

"Child" is defined in M.S. 181.940, as an individual under 18 years of age or an individual under age 20 who is still attending secondary school.

Subd. 4. Certificates of illness by the attending physician may be required for all absences of more than three (3) consecutive days.

Subd. 5. A teacher who is unable to teach because of personal illness or disability and who has

exhausted all accumulated paid sick leave available shall be granted an additional leave of absence without pay for the duration of such illness or disability, up to one (1) year. Each day without pay will be calculated at the rate of 1/183 of her/his annual base salary. The leave may be renewed each year upon written request to the School Board by the teacher.

Subd. 6. By definition, sick leave is for personal illness or accident and is for sickness of the individual teacher. Sick leave will not be granted for any illness in the family outside the definition under emergency leave found in ARTICLE VII, Section 3. or sick child leave as defined in ARTICLE VII, Section 1, Subd. 6.

Subd. 7. If, during a school year, a concern is expressed to the immediate supervising administrator or to the School District's Human Resource Director regarding the frequency of a teacher's use of sick leave, the supervising administrator may request a certificate of illness by the attending physician for each subsequent day of sick leave (the immediate supervisor may require further authentication after conferring with the Human Resource Director and gathering input from the affected teacher). Failure to comply with the request for a physician's certificate of illness will result in disciplinary action to the teacher.

Subd. 8. Any teacher who uses zero (0) days of sick leave (for personal illness, emergency leave for immediate family illness or funeral, illness of dependent child, father's leave for child birth, adoption leave, bereavement leave, worker's compensation, leave without pay, and/or child care leave without pay) during the teacher's contract year will receive one (1) additional day of personal leave the subsequent contract year.

Subd. a. To clarify the use of the bonus personal leave day, earned by using zero days of sick leave per Subd. 8. of this Section, it is agreed that the bonus day will be granted at the beginning of the following year, and that no teacher may use accrued personal leave to be absent from the classroom more than five consecutive days in accordance with ARTICLE VII, Section 4., Subd. 1. In other words, the bonus day may not be used for a six-consecutive-day leave.

Subd. 9. Effective with this sick leave language change, beginning accumulated sick leave days will be the number of sick leave days the teacher had accrued as of July 1, 1999.

Section 2. Sick Leave Teacher Protection Bank:

When a teacher has used all of his/her sick leave, the teacher may apply to the Sick Leave Teacher Protection Bank if the illness/accident is a personal illness/accident (medical emergency). A medical emergency is a major illness or other medical condition that requires a prolonged absence from work, including intermittent absences that are related to the same illness or condition that would otherwise qualify for use of individual sick leave if the employee had individual sick leave days available. The Sick Leave Teacher Protection Bank will not provide additional days for family illness or accident. This issue is not grievable.

Teachers applying for days from the Sick Leave Teacher Protection Bank are not required to use their personal leave days prior to requesting days from the bank.

Subd. 1. Membership will be open to all teachers who are eligible for the School District's Long-Term Disability Insurance Protection. The request for participation will be made by the Executive Board of the Exclusive Representative to the membership. Eligible teachers must declare their intent to participate:

- (a) On or before September 30 of any year, or
- (b) Within 30 days of a position hired during the school year.
- (c) Declare to designate one (1) sick leave day to the bank the first year and one (1) sick leave day

to the bank the second year of participation.

(d) Recognize the maximum sick leave designation is two days.

Subd. 2. Teachers who do not belong to the Sick Leave Teacher Protection Bank will not be able to draw days from it.

Subd. 3. The Sick Leave Teacher Protection Bank shall not be used when a teacher qualifies for long-term disability income insurance.

Subd. 4. All teachers who choose to participate in the “Bank” will be assessed from their accumulated sick leave. All assessed days will be accumulated from year to year in a “Bank” where they will be available to teachers who have used all of their designated sick leave days. When all of the days in the “Bank” have been reduced to 200 days, teachers who are participating will be assessed an additional day of sick leave to the “Bank.”

Subd. 5. All requests for use of the “Bank” will be made to the Exclusive Representative. A certificate of need giving rise to the medical emergency from a physician shall accompany the Sick Leave Bank Request. The certificate should state the number of possible days needed. It should further state there is a need, but not the medical cause of the request. They will be determiners as to if the request will be honored. All claims will be coordinated with the teacher’s Long-Term Disability Insurance Protection. The Exclusive Representative reserves the right to determine the number of days awarded to any teacher. All decisions of the Exclusive Representative are final.

Subd. 6. No teacher will be allowed to access more than ninety (90) days of banked sick leave days in any school year.

Subd. 7. No teacher will lose an earned additional day of personal leave as identified in ARTICLE VII, Section 1., Subd. 8., by giving a day(s) to the Sick Leave Teacher Protection Bank.

Subd. 8. Members will not be able to access the “Bank” in the case of a Normal Pregnancy. Pregnancies that result in medical complications for the mother will be allowed to access sick leave days from the “Bank.”

Subd. 9. A teacher may withdraw from the Teacher Protection Bank at the beginning of any school year. In the case of a withdrawal, a teacher’s contribution of days to the “Bank” will remain in the “Bank.” Upon withdrawal, the teacher gives up all rights to request days from the “Bank.”

Subd. 10. In the event that the minimum of 200 days noted in Subd. 4. is not met through the initial sign-up, the Exclusive Representative and School District will use the Meet and Confer process to modify the minimum number of “bank” days necessary.

Subd. 11. In the event that a qualifying teacher has her/his FTE reduced to less than 75% by the School District, or voluntarily under Minn. Statute 354.66, said teacher will remain a member of the bank on a pro rata basis.

Subd. 12. In the event that a teacher is injured on the job by a student, they may use up to a maximum of 3 days sick leave from the Sick Leave Teacher Protection Bank. If the employee is reimbursed from work comp for the missed days, the employee would not be eligible to use the Sick Leave Teacher Protection Bank. Said teachers shall not have to have exhausted their own sick leave day accumulation in order to be eligible.

Subd. 13. The EMA Executive Board will render decisions on any circumstances or appeals related

to this section.

Section 3. Family Bereavement/Emergency Leave:

Subd. 1. A total of three days of family bereavement/emergency leave, charged to sick leave, with full salary may be used in each year in case a teacher is absent because of death or illness in the immediate family. The immediate family includes spouse, domestic partner, child, parent, grandparent, grandchild or sibling. The aforementioned relationships include step and in-law family members. Special consideration may also be given for any other person whose association with the employee was similar to any of the above relationships. Requests for special consideration must be made in writing to the school principal. The request to use emergency or family bereavement leave will be submitted to the immediate supervising administrator and may only be used in increments of ½ or full day(s). The emergency request must be serious enough to warrant hospitalization and/or treatment/consultation with a medical specialist (i.e.: emergency room visit, hospitalization, outpatient surgery, or clinical visit with a specialist).

The School District's Human Resource Director and the President of the Exclusive Representative will meet as needed to approve or deny any emergency leave day requests that do not clearly meet the above-defined criteria. If there is disagreement between these two individuals on whether the day/s should be granted or denied, the Superintendent will make the final decision.

Subd. 2. A teacher may be granted an **extension** of family bereavement /emergency leave day/s managed by the School District's Human Resource Director the Exclusive Representative. Use of the extended days shall be open to all teachers who have exhausted their Family Bereavement/Emergency Leave from the School District and have sufficient sick leave days from which to deduct.

All extended emergency leave days used by a teacher will be deducted from that teacher's sick leave days. No teacher will be allowed to access more than 3 days of extended Family Bereavement/Emergency Leave in any given school year.

All requests for use of days will be submitted in written form to the Exclusive Representative Executive Board. Members of the board will determine if the request will be granted or denied. The Executive Board reserves the right to determine day/s awarded to any teacher. All decisions of the Executive Board are final and not subject to the grievance process.

Subd. 3. If it is determined that more days are needed, the teacher can make a written request to the Superintendent to purchase additional day(s) at the current substitute rate of pay. This decision is final and not subject to the grievance process.

Subd.4. In extenuating circumstances upon exhausting all days granted through Subd. 1-3 of this Section, a teacher may make a written request to the Superintendent requesting an extension of leave for family bereavement /emergency leave situations. This leave will be unpaid and will be granted at the discretion of the Superintendent. The Superintendent's decision is final and not subject to the grievance process.

Subd.5. **Bereavement Leave:** In the case of a death of anyone not specifically addressed by ARTICLE VII, Section 3. Subd. 1., the School District will provide a teacher with one day of bereavement leave each school year to attend a funeral or memorial service. Bereavement leave may be taken in a half-day or full day increment.

This additional day shall not be accumulative from year to year and will be deducted from the teacher's accumulated sick leave. A teacher scheduled less-than-fulltime shall receive proportionate bereavement leave consistent with her/his scheduled day. In addition, internal teacher coverage will be provided when possible for funerals or services that do not require substitute coverage for an entire school day.

Section 4. Personal Leave:

Eligibility: Teachers will accrue personal leave based on the contracted number of days worked in a school year. Personal leave may be taken in half-days or full days.

Subd. 1. A qualifying teacher, pursuant to Subd. 3. of this Section, shall be granted a leave of two (2) teaching days per year, non-accumulative except as herein provided, for any reason.

Effective 7/1/2018, a qualifying teacher, pursuant to Subd. 3 of this Section, after five (5) or more years of teaching experience in the School District shall be granted a third day for any reason.

Effective 7/1/2019, a qualifying teacher, pursuant to Subd 3 of this Section, after nineteen (19) or more years of teaching experience in the School District shall be granted a fourth day for any reason.

A qualifying teacher, pursuant to Subd. 3. of this Section, after three (3) or more years of teaching experience in the School District, may accumulate personal leave up to a total of six days, of which five of these days may then be used consecutively.

A qualifying teacher, pursuant to Subd. 3. of this Section, with less than three years of teaching experience in the School District who has not used all available personal leave during the school year shall be paid at the rate of \$130 per day or on a pro-rated basis if less than full-time. Such payment shall be made after the end of the school year.

Any teacher who is eligible to accumulate personal leave days and who has not used all available personal leave during the school year may choose to apply those days towards his/her accumulated five personal leave days or be paid at the rate of \$130 per day or on a pro-rated basis if less than full-time. Personal leave days will automatically be accumulated to the next school year unless the employee exceeds the limit of five personal leave days or notifies the School District's Human Resource Director on or before May 15th indicating that he/she would like to be paid for her/his unused personal leave days. Payment shall be made after the end of the school year.

Subd. 2. Notices for personal leave -- except in the case of an emergency -- must be submitted through the AESOP System at least three (3) days in advance of the day requested. The number of teachers on personal leave on the same day will be limited to no more than five (5) percent of the teacher's eligible district-wide. If a fractional number of teachers of one-half (.5) percent or more occurs, it will count as one additional teacher eligible for personal leave. If the fractional number of teachers is less than one-half (.5) percent, it will not count as an additional teacher eligible for personal leave.

Granting of personal leave will take place no earlier than the first day of workshop at 7:00 a.m. for that respective year.

Personal leave will not be granted, according to the approved school board calendar, during the first four (4) student contact days each year, or the last four (4) student contact days each year, or on any day scheduled for daytime/evening parent-teacher contacts (see ARTICLE V, Section 2., Subd. 1) or on professional development days. The only exceptions would be if there is a "lifetime event" i.e. a marriage/wedding, college graduation, athletic or academic event when a child is an active participant or an event that cannot be emulated on any other day. The Superintendent and/or his/her designee are authorized to make exceptions to the beginning and ending of the year restrictions. (Excluding BANK DAY PLAN FOR TEACHERS DAY 2)

The Superintendent and/or his/her designee may exceed the 5% limitation at her/his discretion subject to the availability of substitutes when, in his/her judgment, there is an emergency.

If a teacher wants to rescind an approved personal leave request, the teacher must notify her/his immediate supervising administrator at least 48 hours in advance of the time the leave would have started. If a request to rescind is submitted less than 48 hours before the time of the leave, the request may be approved if the teacher's immediate supervising administrator can arrange a reassignment of the substitute teacher who was scheduled to cover for this personal leave request.

Subd. 3. Personal leave is not applicable to part-time teachers who teach less than half-time. Personal leave for part-time teachers who work half-time or more shall be pro-rated. Full-time teachers who work less than the full number of teacher duty days as defined in ARTICLE V, Section 2., excluding paid time off, shall receive a pro-rated number of personal leave days, rounded up to the nearest half day.

Subd. 4. No teacher will exceed five (5) consecutive days of leave, regardless of the days being personal, general or a combination of leave days.

Section 5. Child Care Leave:

Subd. 1. A teacher may be granted child care leave upon making a written application for such leave. The teacher shall submit this written request to the Superintendent three months prior to the commencement date of the leave. If an emergency should occur, the welfare of the child and/or the teacher shall supersede the concerns of the District.

Subd. 2. The beginning date of such leave and its duration shall be mutually agreed upon between the teacher and the School District's Human Resource Director.

Subd. 3. The School Board may, but shall not be required to, permit the teacher to return to employment prior to the date designated in the child care leave.

Subd. 4. While on leave the teacher shall have the option of continuing all insurance coverages to which the teacher is entitled under the provisions of this Master Agreement by paying the full premiums for such coverage, subject to any restrictions of the carriers.

Subd. 5. If the reason for the child care leave is occasioned by pregnancy, a teacher may utilize sick leave pursuant to the sick leave provisions of the Agreement during a period of physical disability. The length of the disability shall be determined by the attending physician. However, a teacher shall not be eligible for sick leave during a period of time covered by a child care leave. A pregnant teacher will also provide at the time of the leave application a statement from her physician indicating the expected date of delivery.

Subd. 6. Child care leave shall be without pay or fringe benefits.

Subd. 7. For non-tenured teachers the period of time for which the teacher is on leave shall not be counted in determining the completion of the probationary period. The statute on probationary teachers shall prevail. The teacher shall accrue seniority on a pro rata basis for that part of the contract year which has been fulfilled.

Subd. 8. When a teacher has been on leave for a full school year pursuant to this Section, the teacher shall have the privilege of returning to a position for which the teacher is licensed. A teacher on leave for less than one year shall notify the Superintendent of intent to return at least 14 calendar days prior to the agreed upon date of return. Consideration will be given to return that teacher to his/her former position. Any teacher who does not return on the date provided in ARTICLE VII, Section 5. Subd. 2. shall forfeit all right of return.

Subd. 9. The teacher shall retain all seniority, salary and fringe benefits which had accrued prior to the leave.

Subd. 10. A teacher returning from leave shall be employed as provided in ARTICLE VII, Section 5., Subd. 8., unless previously discharged or placed on unrequested leave.

Subd. 11. The teacher shall accrue an additional year of experience credit only if more than half of the school year individual employment contract has been fulfilled in the year in which the teacher is on leave.

Subd. 12. Teachers who are granted child care leave may purchase an equivalent amount of service credit from the teacher's retirement account subject to the provisions of the TRA policies and at no expense to the District.

Section 6. Spouse's Leave for Child Birth:

A spouse will be granted a leave of five (5) days when their child is born during the school year. The spouse's leave will be deducted from their sick leave.

Section 7. Adoption Leave:

Subd. 1. Teachers may, for the purpose of adopting a child or children, use a maximum of six (6) consecutive weeks of sick leave beginning in the days immediately before or immediately after the date of parental custody. If the teacher does not have sick leave available, he/she may use unpaid leave for the portion or all of the six (6) week leave that is not covered by sick leave. If the adopting parents are both teachers employed by the School District, the total benefit provided for in this subdivision shall not exceed the benefit of one individual teacher. Written application for such leave must be submitted at least three (3) calendar months prior to the date of commencement of the leave.

Section 8. Leave of Absence:

Subd. 1. To be eligible for up to one year's leave of absence, the teacher must have completed at least five years of teaching in the School District.

Subd. 2. Teachers wishing a leave of absence shall submit a written application to the Superintendent on or before March 1 of the preceding year, stating the reason for the leave and outlining the proposal benefits to both the applicant and the School District.

Subd. 3. The Superintendent shall present the request to the School Board with her/his recommendation. The School Board shall have the final judgment as to granting or denying the leave.

Subd. 4. At the conclusion of the term of a leave of absence, the teacher will be expected to return to a position for which the teacher is licensed. If the teacher wishes to apply for an additional leave of absence, not to exceed one year, a written request must be submitted to the Superintendent on or before March 1 of that year. The request shall be presented to the School Board by the Superintendent with his/her recommendation. The School Board shall have the final judgment as to granting or denying the leave.

Subd. 5. The Superintendent shall determine the percentage of teachers to be on leave of absence in any one year.

Subd. 6. Teachers on leave of absence pursuant to this section shall maintain seniority status.

Advancement on the salary schedule shall be at the sole discretion of the Superintendent and School Board at the time of approval of the leave.

Subd. 7. Teachers on leave pursuant to this section may have the option of continuing all insurance coverage to which a teacher is entitled under the provision of this Agreement by paying the full premiums for such coverage subject to the restrictions of the carrier.

Section 9. First Respondent Emergency Leave:

A teacher who is a trained first respondent shall be available to the community to assist in a catastrophic emergency or natural disaster during his/her duty day when pre-approved by her/his immediate supervising administrator and internal staff coverage of the teacher's classroom duties can be arranged.

Section 10. Worker's Compensation:

Pursuant to M.S. 176, a teacher injured on the job in the service of the School District will be eligible to receive worker's compensation benefits. The School District will continue to provide fringe benefits during the period of worker's compensation as were provided prior to the worker's compensation benefit.

During the period of absence for which a teacher is receiving worker's compensation benefits, payroll will be calculated in the following manner: the worker's compensation benefit paid to the teacher will be deducted from the teacher's normal monthly net pay for the appropriate benefit period. The difference between the teacher's normal net pay and the worker's compensation benefit paid to the teacher will be considered sick leave at a prorated amount. Once the teacher has used up his/her accumulated sick leave, he/she will only receive the worker's compensation benefit. In no instance will the sick leave paid and the worker's compensation paid be more than the teacher's normal net pay.

Section 11. Staff Development Leave:

Subd. 1. Requests for Staff Development Leave should be submitted initially to building or district staff development committees. The committee's decision as to whether the request will be approved shall be based on the educational value of the activity to the teacher, the building, and/or the School District.

Subd. 2. The immediate supervising administrator shall grant short term leaves of absence, if there are adequate substitute teachers available and if staff development funds are available, for reasons such as attendance at workshops, school visitations, educational conventions, selected staff development conferences/meetings, or participation in professional organizations in areas of specialization. This decision shall be based on the educational value of the activity to both the teacher and the School District as determined by the building or district staff development committee.

Subd. 3. No deduction will be made from the teacher's salary for her/his staff development leave. For in-state travel, mileage will be reimbursed at the currently established School Board rate. For out-of-state travel, transportation costs will be paid at the current commercial rate or at the School Board mileage rate as approved by the Building Administrator. When one or more teachers are attending the same conference, the School Board will pay mileage for one car for every five teachers.

Subd. 4. The immediate supervising administrator shall determine the percentage of teachers to be absent on leave at one time.

Subd. 5. The decision of the immediate supervising administrator as set forth in Subds. 2. and 4. of this Section is subject to the grievance procedure through Level III. The decision of the School Board

is final and binding and is not subject to further processing through the grievance procedure.

Subd. 6. A teacher may request and be granted, upon the written approval of the Superintendent, additional professional leave without pay. The decision of the Superintendent shall be final and binding and is not subject to the grievance procedure.

Section 12. Unrequested Leave of Absence:

Section 1. Purpose: The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10. that article, when adopted, shall constitute the required plan for ULA because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts.

Section 2. Definitions: For purposes of this article, the terms defined shall have the meanings respectively ascribed to them.

Subd.1. Days: Any reference to the word “days” regarding time periods in this plan shall refer to working days. The term “working day” is defined as all week days not designated as holidays by state law.

Subd. 2. Teacher: “Teacher” shall mean those members of the bargaining unit as defined by PELRA and this Agreement, except the provisions of this article shall not be applicable to any other bargaining unit member who is not a teacher as defined by M.S. 122A.40, Subd.1(a.) and M.S.122A.26.

Subd. 3. Qualified: “Qualified” shall mean a teacher who, in addition to the state license, has a major in the subject matter or field taught and, as solely determined by the School District, has successfully had teaching experience in such subject matter or field within the past five (5) years.

Subd. 4. Seniority: “Seniority” applies only to Tier 3 and Tier 4 qualified teachers and commences with the first day of continuous teaching service in the School District. For seniority purposes, teachers employed as School District-wide coordinators and consultants will be considered as part of the subject matter area most closely related to the teacher’s current assignment as determined by the School District.

Section 3. ULA:

Subd. 1. Terms: The School Board may place on ULA such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave of absence shall continue for a period of three years, after that the right to reinstatement shall terminate; provided the teacher’s right to reinstatement shall also terminate if the teacher fails to file with the School District’s Human Resources Director, by April 1st of each year, a written statement requesting reinstatement. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed upon by the teacher and the School Board.

Subd. 2. Notice: Teachers placed on such leave shall receive notice by June 30th of the school year prior to the commencement of such leave with reasons for said placement.

Subd. 3. Placement: Teachers shall be placed on ULA in inverse order of seniority in the field and subject matter employed with the following exceptions: 1) No teacher shall be

placed on ULA if any other qualified teacher employed in the same field and subject matter is on a “Teacher Improvement Plan” as provided for in the “Teacher Evaluation and Peer Review Process” required in M.S. 122A.40, Subd. 8. A graduate degree of master’s or higher will not provide protection from ULA. The District may also take into consideration, teachers in whom the School District has invested School District funds to send to specialized training (Literacy and math coaches or Advanced Placement courses, mentoring, positions if lost, could cause additional financial hardship for the District, Teacher on Special Assignment (TOSA), or positions created by the School District for specific programming.)

Subd. 4. Affirmative Action Program: This section shall not apply if its application will result in any violation of the School District’s affirmative action program which shall include ethnicity, race, color, or sex; and any teacher employed in an affirmative action program may be retained in the same field or subject matter of a teacher with greater seniority if such retention is necessary to effectuate the purposes of such affirmative action program.

Subd. 5. Tie-Breaker: In the event a reduction in number of teachers creates a situation requiring that a choice be made among teachers who have equal seniority, the selection of the teacher(s) for purposes of reduction shall be at the discretion of the School District based on criteria including performance, training, experience, skills in special assignments, special or advanced certifications obtained in the teacher’s field and subject matter employed, and other relevant factors.

Subd. 6. Additional Assignments: If reduction in number of teachers based on seniority would result in the discontinuance of any curricular or extra- or co-curricular program, the teacher employed in such program may not be placed on ULA, and the next senior teacher may be placed on such leave, at the discretion of the School District.

Subd. 7. Years of Service: Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for re-employment insurance if otherwise eligible for such compensation under that law, and such leave will not result in a loss of credit for years of service in the School District earned prior to the commencement of such leave.

Section 4. Realignment: For purposes of placement on ULA or reinstatement from ULA, nothing in this article shall require the School District to reassign a senior teacher to a different position that the teacher is not qualified, as defined in Section 2. above, to accommodate the seniority claims of a junior teacher.

Section 5. Dropping of License: A teacher shall not be permitted to exercise seniority to displace another teacher in a different licensure area by dropping the license in the subject matter in which the teacher is currently assigned by the School District in order to acquire a different assignment through the ULA process. If a teacher drops the license that qualified the teacher for the teacher’s current assignment, the School District may place the teacher on ULA, and the teacher shall have no bumping rights nor realignment rights in another licensure area.

Section 6. Reinstatement:

Subd. 1. Process: No new teacher shall be employed by the School District while any qualified teacher is on ULA in the same field and subject matter unless the teacher on ULA left while on a “Teacher Improvement Plan” as provided for in the “Teacher Evaluation and Peer Review Process” required in M.S. 122A.40, Subd. 8.). Teachers placed on ULA shall be reinstated to the positions from which they have been placed on ULA or any other available

positions in the School District in the fields in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which teachers were placed on ULA.

Subd. 2. Notices: When placed on ULA, a teacher must file his/her name and address, to which any notice of reinstatement or availability of position shall be mailed, with the School District personnel office. Proof of service by the person in the School District depositing such notice to the teacher at the last known address shall be sufficient. The teacher on ULA shall be responsible to provide an address for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided in this article.

Subd. 3. Acceptance of Re-employment: If a position becomes available for a qualified teacher on ULA, the School District shall mail the notice to such teacher, who shall have ten (10) days from the date of such notice to accept the re-employment. Failure to accept, in writing, within such ten (10)-day period shall constitute a waiver on the part of the teacher to any further rights of employment or reinstatement, and that teacher shall forfeit any future reinstatement or employment rights.

Subd. 4. Reinstatement Rights: Reinstatement rights shall automatically cease three (3) years from the date ULA was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent of the School Board and the qualified teacher.

Section 7. Establishment of Seniority List:

Subd. 1. Preparation of Seniority List: On or before October 1 of each year, the School District shall prepare seniority lists which shall contain the date of first day of service and area(s) of certification for each teacher. Separate seniority lists will be kept for PreK-6 and 7-12,

Subd. 2. Request for Change: Any teacher whose name appears on the seniority lists and disagrees with the order of seniority shall have ten (10) days from the date of posting to supply written documentation, proof, and request for seniority change to the Human Resources Director.

Subd. 3. Final List: Within ten (10) days of receipt of the request for change, the Human Resources Director shall arrange a meeting with EMA executive members, the person making the challenge, persons affected, and the building administrator to evaluate any and all written communications regarding the order of seniority contained in the established list and may make such changes the School District deems warranted. At the end of the twenty-day period, a revised, final copy of the seniority lists will be posted and shall be binding on the School District and any teacher. Teachers will be notified when such lists are posted and will include the location(s) of such postings.

Section 8. Filing of Licenses: In any year that a reduction of teaching positions is occurring and the School Board is placing teachers on ULA, only those licenses actually received in the Superintendent's office for filing as of January 15th of such year shall be considered for purposes of determining ULA within areas of licensure for the following school year. A license filed after January 15th shall be considered for purposes of reinstatement but not for the current reduction.

Section 9. Effect: This article shall be effective at the beginning date of this Master Agreement and shall be governed by its duration clause. This article shall govern all teachers, as defined in Section 2., Subd. 1. above, and shall not be construed to limit the rights of any other licensed employee not covered by the Master Agreement or other Master Agreement affecting such licensed employee.

Section 10. Procedure: Any challenge by a teacher who is proposed for placement on ULA or reinstatement therefrom shall be subject to the hearing and review procedures, as provided in M.S. 122A.40, Subd. 14., and, therefore, shall not be subject to the grievance procedure.

Section 11. Extended Leave: The School Board may grant an extended leave of absence as provided in Minnesota Statutes 122A.46. The School District shall pay the employer's share of the Minnesota Teacher's Retirement Association contribution for the teacher on Extended Leave of Absence during the full term of the leave. The decision of the School Board is final and binding and not subject to the grievance procedure. In the event the teacher on leave would return to work, she/he would repay the TRA contribution to the District.

Section 12. Association Leave: The Exclusive Representative may use up to 17 days per year of regularly scheduled student contact time in order to manage the affairs of the Association. This shall be reported on the Employee Absence Form. The Exclusive Representative will reimburse the School District for the expense of the substitute teachers.

In addition, the School District will match an additional five days (for a total of 10) per school year of regularly scheduled student contact time for the Exclusive Representative's president to complete her/his duties. These duties shall include opportunities for the president to meet with Association members and school administration. The Exclusive Representative will reimburse the School District for one-half of the expense of the substitute teachers related to this matching leave effort.

Section 13. General Absence:

General Leave: Any teacher who uses days of leave that exceed those provided in ARTICLE VII, Section 4., 7., 3., 1., or 15. shall have his/her salary reduced by 100% of the daily rate of pay (annual salary divided by 183).

Subd. 1. No teacher will be allowed more than two (2) days of leave per year under this provision.

Subd. 2. No teacher will be allowed to use leave under this provision in lieu of personal leave.

Subd. 3. Requests for General Leave will be subject to the same application process and limitations as provided for under ARTICLE VII, Section 4., Subd. 2., and the maximum number of teachers absent from a given building will be calculated cumulatively with those teachers on personal leave.

Subd. 4. No teacher will exceed five (5) consecutive days of leave, regardless of the days being personal, general or a combination of leave days.

Section 14. Teacher Leave Provisions:

A request for leaves in these categories: Building Staff Development, District Staff Development, Extra/Co-Curricular Activities, Curriculum Writing, and Other, beyond a three (3) day maximum must be submitted in writing to the immediate supervising administrator no less than five (5) working days before the date(s) of the requested leave. The immediate supervising administrator will keep these written requests on file.

ARTICLE VIII

INSURANCE

Section 1. Eligibility:

Subd. 1. For the purpose of this Master Agreement, a full-time teacher is one who is under contract 100 percent of the school year. A less-than-full-time teacher is one who is employed less than 100 percent of the school year. However, a teacher who is contracted on average for 75 percent or more of the school year shall be eligible for insurance benefits during the term of this Master Agreement.

Subd. 2. A less-than-full-time teacher will receive a pro-rated payment in lieu of health and dental coverage or a pro-rated School District contribution based on the average percentage of the school year for which she/he is employed and the School District contribution she/he would be eligible to receive if she/he was a full-time teacher. He/she may belong to the School District's group health and dental insurance plan if he/she meets the eligibility requirements of the insurance company. If she/he does not, the pro-rated amount will be returned to the teacher to apply toward an insurance policy which she/he chooses. If the pro-rated School District contribution is not sufficient to pay for a single coverage plan under the School District's health insurance program, the teacher may elect to have the pro-rated amount paid to them in lieu of coverage.

Subd. 3. In the event of the death of a teacher, his/her spouse may elect to remain a part of the District's group health and dental programs until his/her marital status changes. The School District contribution for the premiums for the coverage will be paid by the School District for a period of three months following the teacher's death. The contribution will be at the same level that the teacher was receiving at the time of her/his death. After the three-month period, the spouse may elect to remain a part of the School District's group health and dental programs at his/her own expense.

Section 2. Health Insurance: Beginning with the September, 2021 payroll, the School District will contribute \$645.50 per month toward the premium for individual or family group health insurance for all full-time teachers. If the teacher elects a high deductible health plan that is compatible with a Health Savings Account (H.S.A.) and the cost of the plan is less than the district contribution, the difference will be deposited into an H.S.A. or VEBA account. The insurance carrier and the coverage shall be determined by the School District, after conferring with the Exclusive Representative

Section 3. Life Insurance: The School District will pay up to \$8.50 per month for a \$50,000 group term life insurance policy for the term of this Agreement for all full-time teachers. If the teacher is employed beyond age 65, the face amount of insurance will reduce by 8% each year thereafter. The insurance carrier and the coverage shall be determined by the School District after conferring with the Exclusive Representative.

Section 4. Long Term Disability Coverage: Eligible teachers must participate and will pay the full premium for long term disability coverage. [Note: Funds equal to the amount saved by having the EMA members pay their own premiums for long term disability insurance coverage were added to the Base in the 2002-2003 year.] Coverage is based on an annual salary of up to \$75,000 during the term of this Agreement. The insurance carrier and the coverage shall be determined by the School District after conferring with the Exclusive Representative.

Section 5. Dental Insurance: The School District will pay up to, but not to exceed, \$40.00 per month for dental health insurance during the term of this Agreement for all full-time teachers. The insurance carrier and the coverage shall be determined by the School District after conferring with the Exclusive Representative.

Section 7. School District Contributions: Nothing in this ARTICLE is meant to reduce the dollar contribution which teachers were receiving prior to the effective date of this Agreement.

ARTICLE IX

SALARIES

Section 1. Salary Schedule: All basic salaries of teachers covered by this Master Agreement are set forth in Appendixes A-1 and A-2, which are attached to and incorporated in this Master Agreement. For ABE/ECFE salary schedule, see ARTICLE XV, Section 10. Such salary schedules shall remain in effect during the designated periods.

Section 2. Salary Placement: A new teacher to the School District may be placed on a step and lane of the salary schedule at the discretion of the School District. Salary placement should be discussed with the School District's Human Resource Director. In instances in which an individual teacher agrees to step placement above or below the teacher's actual experience level, such acceptance will be noted on the teacher's individual employment contract.

Section 3. Daily Rate of Pay: The Salary Schedule is based on the school calendar as adopted by the School Board. The school calendar will be based on 183 days. The daily rate of pay will be determined by a teacher's salary being divided by 183 days.

Section 4. Higher Learning Commission Credentialing:

In accordance with the requirements established by the Higher Learning Commission; any teacher who obtains/sustains credentialing and uses these credentials to teach concurrent enrollment courses in the Alexandria Public School system; will be given a \$700 stipend for each section taught.

Prior written approval shall be secured from the School District's Human Resource Director before enrolling for courses used to obtain or sustain credentialing. Approval or disapproval shall be secured on the "Course Approval Form for Teachers." The decision of the School District Human Resource Director may be grieved through Level III of the grievance procedure. However, the decision of the School Board at Level II is final and binding and not subject to arbitration as provided in the grievance procedure.

Teachers teaching concurrent enrollment courses without meeting the Higher Learning Commission requirements will not be eligible for the stipend.

Section 5. Co-Curricular Schedule: Teachers involved in co-curricular assignments, as set forth in Appendix C, which is attached to and incorporated in this Master Agreement, shall be compensated in accordance with the provisions of this Master Agreement without deviation.

Per the Minnesota Board of Teaching, head coaches must have a coaching license/National Federation of Coaches Education Program.

Because of the educational value and importance of parent-teacher conferences and registration days, teachers will not be allowed to miss parent-teacher contact days for practices that occur as part of their District 206 co-curricular assignment. If a teacher who is a coach/advisor must miss a parent-teacher contact day due to a game/tournament/event as part of her/his co-curricular assignment, the teacher must make up the parent-teacher activity before the game/tournament/event occurs. If a coach/advisor will miss a parent-teacher contact day because he/she is a non-participant attendee of a School District co-

curricular State Tournament, the teacher must make up the parent-teacher activity before attending the State Tournament.

A teacher may request to the School District Human Resource Director to alter his/her conference time due to a co-curricular practice time of a School District activity. The teacher will make her/his request in written form and submit it to the School District Human Resource Director a minimum of ten (10) school days in advance of the scheduled conference day. The amount of time for conferences will remain the same; times will only be altered for practices that cannot be scheduled at another reasonable time during that conference day. Parent conference times that are negatively affected by the requested time change of the teacher will be accommodated in a mutually agreed upon manner between the teacher and the parent. Altered schedule will be communicated to all affected parents and staff members within a reasonable timeframe. The School District's Human Resource Director has the authority to accept or deny each request based on the conditions outlined above, input from the immediate supervising administrator and the Activities Director and other factors deemed appropriate, and this decision is not grievable.

Section 6. Individual Extended Contracts: Teachers employed beyond 183 days in related teaching duties pre-approved by the School District shall be paid for each additional day employed at 100% of their regular daily salary rate.

The duties require direct service to students. Extended contracts shall be subject to annual review and amendment based on evaluative input from the teacher, the department, and the School District. The School District shall make the final decision on approving or denying extended contracts and offer the contracts to individual teachers on or before May 31st of each school year. An individual teacher must accept or reject an extended contract on or before June 10th of the same year. Modifications in these dates may be required to meet the demands of the staffing process (i.e. unknown funding, new staff position).

Section 7. K-12 Summer Course Offerings:

Teachers instructing K-12 summer courses will be paid an hourly rate as under Appendix E: Hourly Rates Schedule.

The assignment will include prep time, but no additional benefits will be included as part of the instructional assignment.

Section 8. Extra Class:

A PreK-12 teacher who teaches an extra class period during the day will be paid based on an additional FTE calculation.

A teacher has the sole discretion to accept or reject a request to teach an additional period.

Requests made of teachers to teach an extra period shall be made by the immediate supervising administrator after consulting with department and/or grade level teachers within the building. When a number of teachers wish to teach a particular class, seniority may be used to make the determination.

If the class is not given to the most senior teacher, written explanation will be given to her/him.

Section 9. Community Education Class Offerings: Teachers instructing in Community Education class offerings will be paid according to the School District Community Education Program's pay schedule.

Section 10. Hourly Pay Schedules: Teachers involved in extra assignments or activities identified by the School District shall be compensated according to the hourly pay schedule set forth in Appendix E. All assignments and activities, as well as duty hours, must be pre-approved by the School District. The assignments and activities include:

- School project work,
- Curriculum writing,
- Teaching of a staff development class,
- Participation in staff development training,
- Targeted Services.

The School District may offer internal credits or graduate course credits as per ARTICLE X, Section 1., in lieu of hourly pay. If both hourly pay and internal credits are offered, a teacher must choose between receiving either hourly pay or internal credits for completion of an approved assignment or activity.

Section 11. Salary Increment: The schedule is not to be interpreted as entitling a teacher to any definite salary until same has been specifically fixed each year by the School District. No teacher's salary increment shall be withheld without just cause.

Section 12 Mileage Allowance:

Subd. 1. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one school per day shall be reimbursed for such mileage.

Subd. 2. If all assignments are in one town, then all driving done after arrival at the first assigned location until reaching the last assigned location is reimbursable.

Subd. 3. For a teacher who is required to teach in more than one town during a day, all driving after arrival at the first assigned location until reaching the last assigned location is reimbursable.

Subd. 4. The minimum distance for any single move would be computed as three (3) miles.

Subd. 5. Travel to reach an extra service assignment after the close of the school day is not reimbursable.

Subd. 6. Teachers shall submit statements for mileage reimbursement, and payment for mileage shall only be made after written approval by the teachers' direct supervisor.

Section 13. Filling Hard to Hire Positions:

Each school year, the District and EMA representatives will agree on which positions are deemed to be "hard to fill". The Superintendent or designee will have the ability to select the most appropriate option(s) from the following list as a hiring incentive:

1. One additional personal leave day if they would have earned that as an employee in another district.
2. A \$1,000-dollar sign on bonus (taxable income)
3. Moving allowance up to \$1,500 (taxable income).

ARTICLE X

HORIZONTAL MOVEMENT ON SALARY SCHEDULE

Section 1. Teachers with Standard Teaching License:

Subd. 1. Advancement to each lane on either the Bachelor's Degree, Fifth Year Program, or Master's Degree will only be approved if the teacher is teaching in the field or related field for which the credits were earned. Graduate credits received as part of the teacher's initial licensure requirements will not be considered for lane movement. College and/or internal credits earned prior to a Master's Degree being granted must be used for lane advancement prior to the Master's Degree as they are not applicable after the Master Degree has been earned. Credits earned after a Master's Degree has been granted may be used for a future lane change.

Subd. 2. Such credits must be earned after the Bachelor's or Master's Degree is granted and will be based on semester hours. Any earned quarter hours will be converted as follows: 15 quarter hours equal 10 semester hours (1.5 quarter hour equals 1 semester hour).

Refer to Appendix A and/or B to determine number of semester credits needed to make a lane change.

Subd. 3. Beginning July 1, 2010, all college credits earned for lane advancement must be at the graduate level. A grade of "B" or better must be earned for each credit in order to advance on the salary schedule when traditional letter grades are given. When other grading policies are used, such as "S" (satisfactory) or "U" (unsatisfactory), or "P" (pass) or "F" (fail), the teacher must earn the passing grade.

Subd. 4. Effective February 1, 2006, up to five internal credits per lane change applicable to horizontal movement on the salary schedule will be given to teachers who are involved in the School District sponsored educational training and professional development, with the understanding that the other five or more credits must be approved graduate credits. Effective February 1, 2006, internal credits will not be approved for attending educational activities. Those activities will be paid at an hourly rate per the work agreement. Internal Credits earned prior to February 1, 2006, will be honored and accepted by the School District for any further lane transfers (pro-rated to semester credits, 3:2). In the case of a teacher making a 13 or 14 credit lane change, there will be a maximum of 7 internal credits allowed, with the remaining 6 or 7 being approved graduate credits.

Effective February 2, 2007, all internal credits will equate to fifteen (15) hours of training equaling one (1) semester credit.

The number of credits given and approval per training will be determined by the School District Staff Development Committee with the membership being three administrators appointed by the Superintendent and three teachers appointed by the Exclusive Representative. The credits must include a minimum of fifteen hours of direct seat-time outside of the teacher's regular contract day for each credit given. The approval will be based on the majority vote of the committee with the decision of the committee being final.

Subd. a. Teachers at the MA+40/BA+107 lane will be compensated for School District classes when only internal credits are offered. This compensation will be subject to the following conditions:

1. \$700 yearly maximum per teacher (pro-rated for part time teachers).
2. \$15,000 total budget per year for all eligible teachers.
3. Compensation will be computed based on credits earned and reported on or before June 1 and paid on June 30th.

4. Hourly rate will be equal to the staff development rate.
5. If total requests are more than \$15,000.00, dollar amounts earned by individual teachers will be adjusted based on the formula: Individual teachers \$ divided by total \$ x \$15,000.
6. The total budgeted by the School District for the compensation shall be reviewed each round of negotiations and adjustments may be made on the budgeted amount to reflect compensatory demands.

Subd. b. Effective February 1, 2022, all teachers can redeem unused internal credits for compensation. The compensation will be subject to the following conditions.

1. Compensation will be based on credits earned and reported on or before June 1, 2022 and paid on June 30, 2022.
2. Hourly rate will be equal to the staff development rate.
3. Internal credits that are not redeemed for compensation by June 1, 2022 and not redeemed as part of a lane change by February 1, 2023, will expire and no longer be eligible for cash or credit redemption.

Subd. 5. Written approval shall be secured from the School District's Human Resource Director before enrolling for a course. Approval or disapproval shall be secured on the "Course Approval Form for Teachers." The decision of the School District Human Resource Director may be grieved through Level III of the grievance procedure. However, the decision of the School Board at Level III is final and binding and not subject to arbitration as provided in the grievance procedure.

Subd. 6. Individual contracts will be modified to reflect qualified lane changes twice each year in September and February. A transcript of prior approved credits must be submitted to the Superintendent's Office on or before September 1 and February 1 of each year. Credits submitted after these dates shall not be considered until the following date. If a transcript is not available prior to the above dates, other satisfactory evidence of successful completion will be accepted pending receipt of the transcript. This evidence must also be submitted prior to the above dates. No pay adjustment will be made until the official transcript is received.

For mid-year lane change, February 1, the salary increase will be one-half of the yearly eligible salary increment spread out over the remainder of the school year pay periods.

Subd. 7. Vocationally certified teachers in K-12 may change lanes according to the provisions in ARTICLE X, Section 2, upon recommendation of the School District's Human Resource Director.

Subd. 8. To be eligible to move from the BA+40 lane to the BA+53, +67, +80, +94, +107 lanes, pre-approval forms are required and approved credits must have been earned after July 1, 1991. When a teacher reaches BA+40, she/he must declare the lane track of BA+53 or Master's Degree.

Section 2. Teachers with Vocational Certification:

In addition to the provisions of ARTICLE X, Section 1., a teacher with a vocational licensure may move horizontally on the salary schedule by earning clock hours as described in the following subdivision.

Subd. 1. A vocationally certified teacher may elect to apply up to 120 clock hours* (10 credits) of the 180 required (15 credits) per lane of pre-approved industrial schools, seminars or manufacturer's institutes to move horizontally to a maximum lane of B.A. +40. A vocationally certified teacher may elect to apply up to 156 clock hours (13 credits) of the 240 required (20 credits) per lane of pre-approved industrial schools, seminars or manufacturer's institutes to move horizontally on the BA+53 lane. These hours shall be pre-approved by the School District's Human Resource Director and should be recommended by a member or members of the advisory committee. The above clock hours shall be considered equivalent to graduate level credits. The decision of the School District's Human Resource

Director on either clock hours or credit approval may be grieved through Level III of the grievance procedure. However, the decision of the School Board at Level III is final and binding and not subject to arbitration as provided in the grievance procedure.

*Clock hours are earned in the following manner: 12 clock hours = 1 credit.

Subd. 2. The vocationally certified teacher on the M.A. lanes may elect to apply up to 120 clock hours* (10 credits) of the 180 required (15 credits) per lane of pre-approved industrial schools, seminars or industrial manufacturer's institutes to move horizontally to a maximum lane of M.A. +40. These hours shall be pre-approved by the School District's Human Resource Director and should be recommended by a member or members of the advisory committee. The above clock hours shall be considered equivalent to graduate level credits.

*Clock hours are earned in the following manner: 12 clock hours = 1 credit.

Subd. 3. The above conditions for vocational teachers for horizontal movement may be met by applying the pre-approved clock hours earned since being employed full time in the School District. Hours previously used for horizontal movement cannot be utilized under new policies.

Subd. 4. All vocationally certified teachers must maintain current teaching certificates and such evidence must be on file in the School District Human Resource Director's office.

Subd. 5. Vocational teachers using college credits for lane changes must present evidence from the Registrar's Office showing that these credits were obtained prior to September 1 or February 1, whichever is applicable. Salaries will not be amended until all required evidence has been filed in the School District Human Resource Director's office.

Subd. 6. To be eligible to move from the BA+40 lane to the BA +53, +67, +80, +94, +107 lanes, pre-approval forms are required, and approved credits must have been earned after July 1, 1991.

Section 3. Lane Change:

In the event of a change in salary category due to the completion of requirements for a degree or intermediate salary lanes, the teacher in no instance shall be placed at an experience level lower than the one occupied at the time that satisfied this requirement.

Section 5. Maintaining Current License:

Subd. 1. Newly hired teachers may be required to add scope and function descriptions to their license to receive a job offer. This will be completed through a jointly signed, written document prior to the contract signing.

Subd. 2. When the School District requests an employed teacher to expand his/her license scope and function, a teacher may require the School District to pay for all additional initial training expenses. This will be completed through a jointly signed, written document prior to the training beginning.

ARTICLE XI

RETIREMENT & INSURANCE BENEFITS

Section 1A. The Severance Program: (For Teachers who elected the severance option as of July 1, 1998.)

Subd. 1. A teacher who is contracted on average **75% of an FTE** or greater per school year and who is eligible and elected the Severance Program option as of July 1, 1998, and who has completed a minimum of **ten (10) years of service** with the School District, and who is at **least 55 years of age** shall be eligible for severance pay pursuant to the provisions of this ARTICLE if the school board accepts the teacher's letter of retirement from School District 206. Severance pay shall not be granted to any teacher who has been discharged or terminated pursuant to M.S. 122A.40.

Subd. 2. Eligible teachers, upon retirement, shall receive as severance pay the amount of \$30,000 based on a 1.0 FTE, which will be pro-rated for teachers from .75 to .99 FTE, based on the last 10 year's average FTE, payable to a 403B account in their name.

Subd. 3. All teachers who receive severance pay shall be designated to the special pay on the first monthly payroll after retirement, the first monthly January payroll after retirement, and the first monthly January payroll one year after the previous January payment.

Subd. 4. If a teacher dies before all or a portion of the severance benefit (excluding fringes) has been disbursed, that balance shall be paid to a named beneficiary or to the teacher's estate.

Section 1B: The Retirement Insurance Benefits under the Severance Program:

Subd. 5. For Teachers hired prior to 6/30/2014: A teacher who retires under the regular Severance Program/ shall be eligible to remain in the existing group health and hospitalization insurance and life insurance plans if they meet the criteria as listed in Section 1A. Subd. 1 (i.e. 75% FTE, 10 years of service and at least age 55). He/she shall remain eligible for School District contribution toward family or single coverage.

The School District will contribute the dollar amount equal to that contributed for active teachers toward the designated EMA health insurance plan until the end of the month preceding the month in which the teacher comes eligible for Medicare-Medicaid benefits. The only exception will be if a retired teacher receiving family coverage reaches the age for Medicare-Medicaid benefits and her/his spouse is not eligible for those benefits at that time. In this case, the retired teacher may elect to remain a part of the group health and hospitalization program, but she/he must pay the full family premium for coverage without any School District contribution.

In the case of loss of a spouse, the retiree may elect to return to single coverage, and the School District will contribute the dollar amount equal to that contribution for active teachers. In case of marriage, the retiree may elect to return to receive family coverage, assuming the spouse meets the insurance eligibility requirements of the carrier, and the School District will contribute the dollar amount equal to that contribution for active teachers. If the retired teacher dies during this period, his/her spouse may elect to remain a part of the School District's group health program until her/his marital status changes or until he/she qualifies for the Medicare-Medicaid benefits. The School District will contribute the dollar amount equal to working active members of the association for a period of three months following the retired teacher's death. After the three-month period, the premiums must be paid by the retired teacher's spouse.

The School District will contribute the full premium which is in effect at the time of retirement for a \$10,000 life insurance policy. The policy will be through the School District's group insurance carrier and will cease at age 65. If the premium cost rises above the level of the School District's funding, the retiree will pay the difference in the premium costs.

Subd. 6. To be eligible for severance pay, the teacher must submit his/her resignation on or before February 1 of the year in which she/he will retire. The Superintendent may make an exception to this date if he/she receives a written letter from the teacher which outlines the reason for the request.

Subd. 7. A teacher who is receiving long-term disability insurance benefits shall not be eligible for early retirement benefits, notwithstanding, the teacher meeting the other eligibility requirements set out herein.

Subd. 8. Application for severance pay shall be made on the appropriate form.

Section 2A. The Matching Program: (For teachers who elected the Matching Program on 7/1/1998 and new hires as of 7/1/1998).

Subd. 1. Eligibility: Teachers who are contracted on average **75% of an FTE** or greater per school year and who **complete their probationary period** with the School District, after July 1, 1998, will be offered a Matching Funds Retirement Program.

Subd. 2. For teachers in the matching funds program, the School District shall make a matching contribution not to exceed 2% of the annual base salary paid to an eligible teacher. Matching contributions made by the School District will continue until one of these events occurs:

- (1) The total matching contribution made by the School District for the eligible teacher reaches \$31,500 (or the pro-rated amount based on the teacher's average FTE over the last 20 years of qualifying service).
- (2) The teacher becomes ineligible to participate in the program.
- (3) The total matching contribution made by the School District for the eligible teacher reaches \$2,000 annually.

For these teachers, the difference between the matching contributions previously paid by the School District and the \$31,500 School District contribution limit (or the pro-rated amount based on the teacher's average FTE over the last 20 years of qualifying service) will be paid to the teachers upon retirement, if the teachers have 20 years of service in the School District. Teachers with less than 20 years of service in the School District will only receive the matching contributions previously paid by the School District but not the \$30,000 School District contribution limit (or pro-rated amount as noted above).

Subd. 3. The matching contributions paid by the School District and the amounts contributed by the teacher shall be deposited with the teacher's investment service provider.

Section 2B: The Retirement Insurance Benefits under The Matching Program:

Subd. 4. A teacher who is contracted on average **75% of an FTE** or greater per school year and who is eligible and elected the Matching Program option as of July 1, 1998, and who has completed a minimum of **ten (10) years of service** with the School District, and who is at **least 55 years of age** shall be eligible for insurance pay pursuant to the provisions of this ARTICLE if the school board accepts the teacher's letter of retirement from School District 206. Insurance pay shall not be granted to any teacher who has been discharged or terminated pursuant to M.S. 122A.40.

****PLEASE NOTE: (Refer to Subd. 7 for Retirement Insurance Benefits if hired on/after July 1, 2014.)

Teachers hired prior to 6/30/2014 and retired under the regular Matching Program shall be eligible to remain in the existing group health and hospitalization insurance and life insurance plans if they meet the criteria as listed in Section 2B. Subd. 4 (i.e. .75 FTE; 10 years of service and at least age 55). He/she shall remain eligible for School District contribution toward family or single coverage.

The School District will contribute the dollar amount equal to that contributed for active teachers toward the designated EMA health insurance plan until the end of the month preceding the month in which the teacher comes eligible for Medicare-Medicaid benefits. The only exception will be if a retired teacher receiving family coverage reaches the age for Medicare-Medicaid benefits and her/his spouse is not eligible for those benefits at that time. In this case, the retired teacher may elect to remain a part of the group health and hospitalization program, but she/he must pay the full family premium for coverage without any School District contribution.

In the case of loss of a spouse, the retiree may elect to return to single coverage, and the School District will contribute the dollar amount equal to that contribution for active teachers. In case of marriage, the retiree may elect to return to receive family coverage, assuming the spouse meets the insurance eligibility requirements of the carrier, and the School District will contribute the dollar amount equal to that contribution for active teachers. If the retired teacher dies during this period, his/her spouse may elect to remain a part of the School District's group health program until her/his marital status changes or until he/she qualifies for the Medicare-Medicaid benefits. The School District will contribute the dollar amount equal to working active members of the association for a period of three months following the retired teacher's death. After the three-month period, the premiums must be paid by the retired teacher's spouse.

The School District will contribute the full premium which is in effect at the time of retirement for a \$10,000 life insurance policy. The policy will be through the School District's group insurance carrier and will cease at age 65. If the premium cost rises above the level of the School District's funding, the retiree will pay the difference in the premium costs.

Subd. 5. To be eligible for severance pay, the teacher must submit his/her resignation on or before February 1 of the year in which she/he will retire. The Superintendent may make an exception to this date if he/she receives a written letter from the teacher which outlines the reason for the request.

Subd. 6 A teacher who is receiving long-term disability insurance benefits shall not be eligible for early retirement benefits, notwithstanding, the teacher meeting the other eligibility requirements set out herein.

The Retirement Insurance Benefits under The Matching Program for teachers hired after July 1, 2014:

Subd. 7. Teacher's hired on or after 7/1/2014, will not receive a defined health insurance benefit at the time of retirement under current retirement qualifications. Teachers hired after July 1, 2014, will receive a defined contribution from the School District as follows:

The School District will contribute \$500.00 per year for years four (4) through seven (7); a contribution of \$1,000.00 per year for years eight (8) through ten (10); a contribution of \$1,500.00 per year for years eleven (11) through twenty (20) and a contribution of \$2,000.00 per year for years twenty-one (21) through twenty-five (25). School District contributions will not exceed \$31,500 per teacher.

Contributions will be made for eligible, active teachers at a pro-rated amount upon completion of each school year and contributed to the School District sponsored Health Reimbursement Account (HRA) in June of each year.

The School District contribution and accrued interest earnings will be available to the teacher after successful completion of a **minimum of 4 years** of service and the teacher meets the retirement guidelines. Upon retirement, all School District contributions will cease. If separation of service occurs at any time prior to successful completion of the teacher's 4th year of service, the School District's contribution and accrued interest earnings are forfeited and will be used by the School District to offset the required School District contribution amount for current and future teachers. At the completion of 4 years of service the teacher is considered fully vested (own all funds outright) and the teacher, upon meeting retirement qualifications, will receive the HRA funds as outlined above.

The financial documents for funds allocated for the HRA contributions will be shared with the Chief Negotiator and EA Leadership on an annual basis beginning on Oct. 1, 2018.

This subdivision will be reviewed each contract negotiation session.

The School District will contribute the full premium which is in effect at the time of retirement for a \$10,000 life insurance policy. The policy will be through the School District's group insurance carrier and will cease at age 65. If the premium cost rises above the level of the School District's funding, the retiree will pay the difference in the premium costs.

Subd. 8. To be eligible for severance pay, the teacher must submit his/her resignation on or before February 1 of the year in which she/he will retire. The Superintendent may make an exception to this date if he/she receives a written letter from the teacher which outlines the reason for the request.

Subd. 9. A teacher who is receiving long-term disability insurance benefits shall not be eligible for early retirement benefits, notwithstanding, the teacher meeting the other eligibility requirements set out herein.

ARTICLE XII

GRIEVANCE PROCEDURE

Section 1. Definition: A grievance is a claim by a teacher, a group of teachers, or the Exclusive Representative that there has been a violation, misinterpretation or misapplication of any provision of this Agreement.

Subd. A.

Every reasonable effort shall be made between the immediate supervising administrator and teacher to informally resolve the differences that may arise out of the interpretation of the practices of this Agreement. If informal efforts are unable to resolve the differences, the date of such efforts shall be presented as documentation in Level I proceedings.

Subd. 1. Level I.

When a teacher or group of teachers represented by the Exclusive Representative has a grievance, the teacher or an agent of the Exclusive Representative shall attempt to resolve the matter with the teacher's immediate supervising administrator within 21 work days after the teacher has had knowledge of the event or act giving rise to the grievance. A written grievance (Appendix D) shall be submitted at Level I to the immediate supervising administrator who shall then attempt to resolve the matter and shall

respond in writing with her/his decision to the grievant and the agent of the Exclusive Representative within five work days after the written grievance is presented.

Subd. 2. Level II.

Within ten (10) workdays of receipt of the Level I decision, either the Exclusive Representative or grievant may appeal the decision to the Superintendent and/or his/her designee. The appeal must be written and shall include the original complaint and all previous support statements, evidence, and decisions.

Within ten (10) workdays the Superintendent and/or her/his designee shall meet with the grievant and the Exclusive Representative and shall report his/her disposition of the grievance in writing, within ten (10) work days of such meeting, to the grievant and the Exclusive Representative.

If new violations and/or remedies are raised after Level II by the Exclusive Representative or the teacher, the process may at the discretion of the Superintendent or Exclusive Representative revert back to Level I.

Subd. 3. Level III.

Within ten (10) work days of receipt of Level II decision, either the Exclusive Representative or grievant may appeal the decision to the School Board. Such appeal must be in writing and filed with the Clerk of the School Board and shall include the original complaint and all previous support statements, evidence, and decisions. The School Board or a committee designated by the School Board will hear the appeal within fifteen (15) workdays of receipt of the appeal.

The decision of the School Board or its committee will be submitted to the grievant no later than seven (7) workdays after such meeting. A copy of such disposition shall be furnished to the grievant and the Exclusive Representative.

Subd. 4. Level IV.

If the Exclusive Representative or grievant is not satisfied with the disposition of the grievance by the School Board, or if no disposition has been made within the period provided above, the grievance may be submitted to an impartial arbitrator. If the Exclusive Representative decides to go to arbitration, it shall notify the School Board in writing within fourteen (14) workdays of receiving the School Board's answer under Level III. If the parties cannot agree on an arbitrator within seven (7) work days from the notification date that arbitration will be pursued, the grievant shall request a list of arbitrators from the Bureau of Mediation Services. The parties shall within twenty (20) workdays of receiving a list of arbitrators alternately strike names until only one name remains and that person shall be the arbitrator. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of a coin. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to follow the directions of the arbitration award.

Section 2. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 3. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within ninety (90) work days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance

within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter shall constitute a waiver of the grievance. The grievance may be withdrawn by the "aggrieved" person and the Exclusive Representative at any level in writing without prejudice.

Section 4. Arbitrator Costs:The fees and expenses of the arbitrator shall be shared equally by both parties.

Section 5. Time Limits: The time limits provided in this ARTICLE shall be strictly observed but may be extended by mutual agreement of the parties.

Section 6. Definition of Work Days: All reference to work days shall mean bargaining unit work days.

ARTICLE XIII

MEET AND CONFER

Section 1. Responsibility to Meet: The School Board recognizes the right of the Exclusive Representative to meet and confer regarding educational policies and items not included in the definition of terms and conditions of employment (M.S. 179A.03).

Section 2. Agenda and Meeting Time: An agenda for each meeting shall be prepared in advance by the Superintendent or such person as the School District designates and the president of the Exclusive Representative, or such person as the Exclusive Representative designates. The time and agenda of such meeting shall be set at least ten (10) calendar days in advance of the meeting.

ARTICLE XIV

CONTRACTED TEACHERS

Section 1. In the event School District 206 cannot find a qualified candidate to fill a part-time position, the School District may contract with other districts to provide a teacher to fill the part-time position in the School District.

Section 2. Any teacher hired to fill a part-time teaching position in the School District, who is employed by another district, will not be included under the provisions of the School District 206 Master Agreement.

Section 3. In the event that a reduction of staff occurs within District 206, District 206 teachers will have the right to bump non-District personnel providing part-time teaching service to the District.

Section 4. No District 206 teacher will be reduced in position as a result of actions taken under Sections 1. and 2. above.

ARTICLE XV

ADULT BASIC EDUCATION TEACHERS AND EARLY CHILDHOOD FAMILY EDUCATION

Section 1. **Hours of Work:** Employees are hourly employees with daily, weekly, monthly, and/or annual hours as established and assigned by the Community Education Director. The Director with prior notice may modify work hours.

Section 2. **Rate of Pay:** ECFE/ABE Teachers shall be paid as per Article XV, Section 10. Hourly employees shall submit monthly time cards to the Community Education Director for approval before submitting to the payroll clerk.

Section 3. **Schedule:** Teachers shall be scheduled on a weekly basis that shall include prep, set up time, direct student contact, assessments, staff meetings, student recruitment and follow up, and other assignments as set by the Community Education Director.

Section 4. **Unrequested Leave of Absence/Reduction in Force:** The purpose is to set forth a plan providing for unrequested leave of absence without pay for as many teachers as may be necessary because of discontinuance of positions, lack of pupils, financial limitations, or declining enrollments.

Section 5. **Seniority:** The seniority date shall be based upon continuous and unbroken employment with the School District beginning with the first day of service to the School District. A separate list for ECFE and ABE teachers will be maintained by the Community Education Director.

Section 6. **Sick Leave:** Prior to 7/1/2012 and effective as of 7/1/2018, sick leave for personal illness or accident accumulates at the rate of one (1) day per month up to thirteen (13) days/year (Pro-rated according to hours worked per day).

Beginning September 1, 2012 payroll and ending on 6/30/2018 payroll, new teachers will accrue 11 days of paid sick leave for personal illness or accident. Teachers hired after this date, may receive an additional sick day (carried over to the next contract year) if the teacher does not exceed the use of six (6) sick days during the contract year. Any unused sick leave will accumulate to a maximum of 120 days.

Section 7. **Emergency Leave:** Each employee shall be eligible for three (3) days of emergency leave, charged to sick leave to be used in the event of death or serious illness (spouse, children, parents, brothers, sisters, grandparents, grandchildren, or same by law members of household). In extenuating circumstances upon exhausting all eligible days, a teacher may make a written request to the Superintendent requesting an extension of leave for emergency leave situations. This leave will be unpaid and will be granted at the direction of the Superintendent. The Superintendent's decision is final and not subject to the grievance process.

Section 8. **Personal Leave:** Teachers working more than 600 hours per year shall earn personal leave in the same manner as defined by Article VII, Section 4. The rate of pay will be based on the current year's hourly wage.

Teachers working less than 600 hours shall earn 4 hours of personal leave.

Section 9. **Insurance:** Any employee whose regular work schedule is 30 hours or more per week in a regularly established position will be eligible for insurance benefits for the period of time worked.

Subd. 1. Beginning with September 2021, the School District will contribute \$645.50 for months worked during the school year towards the premium for individual or family group hospitalization – major medical insurance. Coverage is provided over a 12-month period.

Subd. 2. The School District will pay up to \$8.50 for months worked towards the premium for a \$50,000 group term life insurance policy for the school year.

Subd. 3. Each employee will pay the full premium for group income protection insurance.

Subd. 4. The School District will pay up to but not to exceed \$40.00 per month for months worked towards the premium for dental insurance. Coverage is provided over a 12-month period.

Section 10. Community Education Hourly Salary Schedule:

**COMMUNITY EDUCATION, ADULT BASIC EDUCATION & EARLY CHILDHOOD
FAMILY EDUCATION
HOURLY SALARY SCHEDULE**

Years	2021-22	2022-23
Step Advancement: In order to qualify for step advancement, an employee must work more than 600 hours per year. If an employee works less than 600 hours per year, the employee will remain on the same step placement for two years before advancing		
<u>Step</u>		
1	\$27.51	\$28.06
2	\$28.05	\$28.61
3	\$28.57	\$29.14
4	\$29.13	\$29.71
5	\$29.69	\$30.28
6	\$30.27	\$30.88
7	\$30.87	\$31.49
8-11	\$32.27	\$32.92
12-15	\$33.67	\$34.34
16-19	\$35.10	\$35.80
20-23	\$36.53	\$37.26
24-27	\$37.92	\$38.68
28-32	\$39.34	\$40.13

	2021-2023
Curriculum Writing	\$35.00
Participating in a staff development class or workshop	\$28.00
Teaching a staff development class or conducting a tutor training	\$30.00
Attending community meetings, ALP meetings, community outreach, student recruitment, speaking engagements.	Employee's hourly rate of pay

ARTICLE XVI

EFFECT OF CONTRACT

This Master Agreement shall constitute the full, complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written signed amendment to this Master Agreement.

Any individual contract between the School District and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Master Agreement. Any individual contract hereafter executed shall be on the prescribed form provided by the School District's Human Resource Department and shall be expressly made subject to and consistent with the terms of this or subsequent Master Agreements to be executed by the parties.

This Master Agreement will supersede any rules, regulations, or practices of the School District which shall be contrary to or inconsistent with its terms. The provisions of this Master Agreement shall

be incorporated into and be considered part of the established policies of the School District.

ARTICLE XVII

CONFORMITY TO LAW

If any provision of this Master Agreement or any application of the Master Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XVIII

DURATION

This Master Agreement shall be effective as of July 1, 2021 and shall continue in effect until June 30, 2023. If a new and substitute Master Agreement has not been entered into prior to June 30, 2021, the terms of this Master Agreement shall continue in full force and effect until such substitute Master Agreement is adopted.

It is also understood that this Master Agreement shall constitute the full and complete commitments between both parties and may be revised only through the voluntary, mutual consent of the parties in written signed amendment to this Master Agreement.

ARTICLE XIX

DOCUMENT AUTHORIZATION

In witness thereof, the parties hereto caused this Master Agreement to be signed by their respective representative and their corporate seals to be placed hereon, all on the day and year first above written.

Education Minnesota-Alexandria

Independent School District No. 206

By _____
(Its President)

By _____
(Its Chairperson)

By _____
(Negotiation Team Chairman)

By _____
(Its Clerk)

APPENDIX A
DISTRICT 206 BASE SALARY SCHEDULE 2021-2022

Step increments are calculated with a 1.0311 multiplier. Lane increments are calculated with a 1.0274 multiplier.

						BA+53	BA+67	BA+80	BA+94	BA+107
	BA	BA+10	BA+20	BA+30	BA+40	MA/5thYr	MA+10	MA+20	MA+30	MA+40
Lane	1	2	3	4	5	6	7	8	9	10
Step										
1	43,933	45,137	46,374	47,645	48,950	50,291	51,669	53,085	54,540	56,034
2	45,299	46,540	47,815	49,125	50,471	51,854	53,275	54,735	56,235	57,776
3	46,708	47,988	49,303	50,654	52,042	53,468	54,933	56,438	57,984	59,573
4	48,161	49,481	50,837	52,230	53,661	55,131	56,642	58,194	59,789	61,427
5	49,659	51,020	52,418	53,854	55,330	56,846	58,404	60,004	61,648	63,337
6	51,203	52,606	54,047	55,528	57,049	58,612	60,218	61,868	63,563	65,305
7	52,795	54,242	55,728	57,255	58,824	60,436	62,092	63,793	65,541	67,337
8	54,437	55,929	57,461	59,035	60,653	62,315	64,022	65,776	67,578	69,430
9	54,437	57,668	59,248	60,871	62,539	64,253	66,014	67,823	69,681	71,590
10	54,437	57,668	61,091	62,765	64,485	66,252	68,067	69,932	71,848	73,817

LONGEVITY PAY: After completing Step 10, the teacher shall receive longevity pay as follows:
Steps 1-8 beyond Step 10: \$925 per year
Steps 9+ beyond Step 10: \$1225 per year

APPENDIX B
DISTRICT 206 BASE SALARY SCHEDULE 2022-2023

Step increments are calculated with a 1.0311 multiplier. Lane increments are calculated with a 1.0274 multiplier.

						BA+53	BA+67	BA+80	BA+94	BA+107
	BA	BA+10	BA+20	BA+30	BA+40	MA/5thYr	MA+10	MA+20	MA+30	MA+40
Lane	1	2	3	4	5	6	7	8	9	10
Step										
1	44,812	46,040	47,301	48,597	49,929	51,297	52,703	54,147	55,631	57,155
2	46,206	47,472	48,773	50,109	51,482	52,893	54,342	55,831	57,361	58,933
3	47,643	48,948	50,289	51,667	53,083	54,537	56,031	57,566	59,143	60,764
4	49,125	50,471	51,854	53,275	54,735	56,235	57,776	59,359	60,985	62,656
5	50,653	52,041	53,467	54,932	56,437	57,983	59,572	61,204	62,881	64,604
6	52,228	53,659	55,129	56,640	58,192	59,786	61,424	63,107	64,836	66,613
7	53,852	55,328	56,844	58,402	60,002	61,646	63,335	65,070	66,853	68,685
8	55,527	57,048	58,611	60,217	61,867	63,562	65,304	67,093	68,931	70,820
9	55,527	58,823	60,435	62,091	63,792	65,540	67,336	69,181	71,077	73,025
10	55,527	58,823	62,314	64,021	65,775	67,577	69,429	71,331	73,285	75,293

LONGEVITY PAY: After completing Step 10, the teacher shall receive longevity pay as follows:
Steps 1-8 beyond Step 10: \$950 per year
Steps 9+ beyond Step 10: \$1250 per year

Due to the change from quarter credits to semester credits, use the following conversion chart to determine your placement on the salary schedule:

BA is still BA	BA+80 is now BA+53	MA is still MA
BA+15 is now BA+10	BA+100 is now BA+67	MA+15 is now MA+10
BA+30 is now BA+20	BA+120 is now BA+80	MA+30 is now MA+20
BA+45 is now BA+30	BA+140 is now BA+94	MA+45 is now MA+30
BA+60 is now BA+40	BA+160 is now BA+107	MA+60 is now MA+40

APPENDIX C
CO-CURRICULAR POINT SCHEDULE
INFORMATION

Section 1. **Committee Members:** A committee of eight will be appointed; four to be appointed by the Superintendent, and four to be appointed by the Exclusive Representative.

Section 2. **Review of Co-curricular Point Schedule:** The Co-curricular Salary Schedule Committee shall meet in June of each negotiations year (odd-numbered years) for the purpose of reviewing and hearing appeals for adjustment to the Co-curricular Point Schedule. The deadline for submitting requests for new positions or reviewal will be June 1 (of odd-numbered years). The Co-curricular Salary Schedule developed from the Co-curricular Point Schedule shall become part of the Master Agreement. It shall take effect with the ratification of the Master Agreement and remain in effect pursuant to the terms of the Master Agreement.

Section 3. **Changes and Adjustments to the Co-curricular Salary Schedule:**

Subd. 1.: Addition and Removal of Co-curricular Positions: Co-curricular positions may be added to or removed from the Co-curricular Salary Schedule by using the following procedure.

1. Present to, and receive approval of, the building principal and/or immediate supervisor.
2. Present to, and receive approval of, the Superintendent and/or designee.

Section 4. **Appeal Procedure:**

Subd. 1. Appeal Form. The "Co-curricular Point Schedule Appeal" form must be completed and returned to the committee chairperson on or before June 1 of each negotiations year. Forms can be obtained from the committee chairperson.

Subd. 2. Hearing. The committee shall meet to hear all appeals. Advisors/Coaches directly related to the appeal have the right to be present at the hearing and to present their case before the committee.

Subd. 3. Decision. The committee shall reach a decision and provide a written statement of the reasons for accepting or rejecting, all or in part, the appeal for adjustment. If the committee accepts and supports the appeal the statement will be forwarded to the District Negotiations Team on or before July 1.

APPENDIX C

Co-Curricular Schedule

First Year	BA Step 1
Second Year	BA Step 2
Third Year	BA Step 5
Fourth Year	BA Step 9
Tenth Year (Head Coach or Head Director of Activity)	MA Step 8

The Tenth-Year step for Head Coach or Head Director of Activity is defined as having 10 years or more of high

school experience in that specific activity in any school district.

		<u>Head Coaches</u>	<u>Assistant Coaches</u>	<u>9th Grade Coaches</u>
Group I	Football, Basketball, Hockey	14.0%	10.5%	9.0%
Group II	Gymnastics, Wrestling, Swimming, Volleyball, Track	12.0%	9.0%	7.75%
Group III	Baseball, Softball, Cross Country, Soccer, Nordic Cross Country Skiing	9.0%	6.75%	5.75%
Group IV	Golf, Tennis, and Spirit/Dance Team	8.0%	6.0%	5.0%

In the event one coach and her/his assistant accepts the coaching responsibility for both boys' and girls' cross country and/or Nordic cross-country skiing, the percentage shall be 133% of their respective percentage.

SEVENTH AND EIGHTH GRADE COACHES

.60% per week (5 days constitute a week) multiplied by the number of weeks worked. (.60% x Step 1, 2, 5 or 9 x Number of Weeks)

Coordinators or Head 7-8th grade coaches will receive .65% per week multiplied by the number of weeks worked times the appropriate step (1, 2, 5 or 9)

CRITERIA FOR COORDINATOR PAY FOR MIDDLE SCHOOL COACHES

1. Must have at least four coaches, including the coordinator, that are overseen in the 7-8 combined grade program.
2. Co-ed programs that require extensive equipment set-up and take down at the end of the season.
3. Programs that require the issue, management and repair of multiple pieces of equipment necessitating the use of time before the season begins.

OTHER CO-CURRICULAR POSITIONS

* Denotes Head Coach/Director

Athletic	Academic	Music/Other
Adaptive Bowling * 4%	Annual (Sr. High) * 6%	Choral Activities * 8%
Adaptive Soccer 4%	Annual (Middle School) 5%	Jazz Band (Sr. High) * 8%
Cheerleading Supervisor * 7%	Chess Club * 3%	Jazz Assistant 4%
Cheerleading Assistant 2%	Debate * 9%	Jazz Band (Middle School) 4%
Cheerleading Assistant 1%	Debate (Assistant) 5%	Marching Band – Head * 12%
Six th (6 th) Grade Activ ities 2%	DECA (Distrib. Ed. Club) * 6 %	Marching Band – Assistant 9%
Strength Training Programming (Sr. High) * 6%	DECA Assistant 3%	Marching Band – Percussion 8%
Strength Training Assistant 9.33%	Destination/Imagination * 2%	Marching Band -Head Guard 8%
Strength Training (Middle School) 5%	Drama - 3 Act Play *6%	Marching Band – Assist. Guard 6%
Strength Training Assistant (Morning) 5%	Drama - 1 Act Play *7%	Middle School Chamber Orchestra 4%
	Drama (Middle School) (1) 5%	Pep Band 8%
	Drama Assistant (Middle School) (1) 2%	Rainbow Strings * 7%
	Drama - Musical * 9%	
	Drama – Spring Musical Assistant Senior High 3%	
	Drama - Music Director 4%	
	Drama - Set Design 2%	
	Drama - Stage Manager 6%	
	FFA * 7%	
	Green Team (Middle School) 4%	
	Heat Wave Middle School 3%	
	Heat Wave Middle School Asst. 2%	
	HOSA – 5%	
	Intramural Director * 2%	
	Knowledge Bowl – Head * 4%	
	Knowledge Bowl – Assistant 2%	
	Knowledge Bowl (MS) 2%	
	Live Stream (Sr. High) 4%	
	Math Contest Adviser (Sr. High) * 3%	
	Math Contest Adviser (Middle School) 3%	
	Mock Trial 1%	
	National Honor Society * 3%	
	Newspaper (Sr. High) * 7%	
	Prostart – 5%	
	Robotics Head 6%	
	Speech (Sr. High) * 7%	
	Speech Assistant 4%	
	Student Council (HSI) Junior Class Advisor 4%	
	Student Council (High School) Student Government 6%	
	Student Council (Middle School) 8%	
	Visual Arts Advisor 2%	

Additional activities may be added on an as needed basis with the mutual agreement of the District Superintendent and the EMA president. Before adding requested positions, the business department will advise that there are sufficient resources available to pay the salaries.

In the event that a co-curricular position is offered as a course/class, the teacher will receive compensation per the salary schedule and no co-curricular stipend will be expended.

CO-CURRICULAR POINT SCHEDULE

Points accumulated from the twelve areas on the "Position Rating Form" are applied to the following schedule to identify an appropriate percentage factor for salary determination.

<u>Rating Points</u>	<u>Salary Per Cent Factor</u>
150 - 199	2
200 - 249	3
250 - 299	4
300 - 349	5
350 - 399	6
400 - 499	7
500 - 589	8
590 - 699	9
700 - 799	12
800 and above	14

DISTRICT #206 CO-CURRICULAR POSITION RATING FORM

NAME _____

ACTIVITY _____

- 1. Personnel "Supervised" in this Activity:
 _____ Works Alone
 _____ Co-Direct, Each Person Equally Responsible

 Responsible For:
 _____ 1 Assistant
 _____ 2-5 Assistants
 _____ 6-10 Assistants
 _____ 11-15 Assistants
 _____ 16+ Assistants

- 2. Student Participants
 _____ 0-15
 _____ 16-30
 _____ 31-45
 _____ 46-60
 _____ 61+

- 3. Student Contact Hours Before or After Student School Day
 _____ 0
 _____ 1-10
 _____ 11-20
 _____ 21-50
 _____ 51+

- 4. Hours Obligated Before/After School Year
 _____ 0
 _____ 1-5
 _____ 6-10
 _____ 11-15
 _____ 16-20
 _____ 21-30

- 5. Potential for Student Injury for Your Activity

 _____ No Risk Anticipated
 _____ Slight Risk
 _____ Moderate Risk
 _____ Considerable Risk
 _____ Extreme Risk

- 6. Your Licensure or Certification for Your Activity

 _____ No Special Training
 _____ Some Training
 _____ Teaching License
 _____ Teaching License + Add. Certificate
 _____ Teaching License + Add. Certificate + Unusual Skill

- 7. Number of Public Contests, Concerts, and/or Competitions for Your Activity
 _____ 0
 _____ 1-3
 _____ 4-6
 _____ 7-10
 _____ 11-15
 _____ 16-20
 _____ 21+

- 8. Magnitude of Your Equipment Inventory and Your Facility Responsibility
 _____ Negligible
 _____ Some
 _____ Medium
 _____ High
 _____ Extreme

- 9. Time commitment to Your Program (In Weeks) (5 days = Week) If you meet once/week for 5 weeks, it equals one week.

 _____ 0-4 Weeks
 _____ 5-8 Weeks
 _____ 9-12 Weeks
 _____ 13-16 Weeks
 _____ 17+ Weeks

- 10. Your Hours Per Week Averaged in Student Contact

 _____ 0-3
 _____ 4-6
 _____ 7-10
 _____ 11-14
 _____ 15+

- 11. Community Pressure Relating to Your Activity

 _____ Minimal
 _____ Moderate
 _____ Considerable
 _____ Extreme

- 12. Difficulty of Identifying Participants in or for Your Activity

 _____ Objective Test, Timing, Etc.
 _____ Subjective and Objective Measures
 _____ Mainly Subjective
 _____ Totally Subjective

**SUBMIT THIS COMPLETED
 APPLICATION
 ALONG WITH A WRITTEN
 DESCRIPTION
 OF THE ACTIVITY
 TO THE ACTIVITY DIRECTOR
 ON OR BEFORE JUNE 1.**

CO-CURRICULAR RATING APPEAL FORM

NAME _____

POSITION BEING APPEALED _____

Check the criteria in question (1 or more)

- Personnel "supervised" in this activity.
- Student participants.
- Student contact hours before/after school and before/after school year.
- Total for activity.
- Your energy committed above and beyond, that has relationship to program success.
- Potential for student injury for your activity.

- What is your licensure or certification for activity?
- # of public contest concerts and/or competitions for activity.
- Magnitude of equipment inventory and your facility responsibility.
- Time commitment in weeks (5 days=1 wk.) Once/week for 5 weeks=1 week.
- Your hrs./week average/student
- Community pressure for activity.
- Difficulty of identifying participants in or for activity.

For each criterion checked, answer the following questions:

(Attach a separate sheet if needed.)

- A. How many points should be allocated?
- B. Justify the adjustment. Be as specific as possible. (Remember, adjustments will not be made without justification.)

Committee Use Only

- Adjustment accepted in total Adjustment accepted in part
- Adjustment rejected in total

Statement of Reason

Date _____

Chairperson _____

APPENDIX D

FORMAL GRIEVANCE PROCEDURE

1. Grievant _____ Date of Filing _____

2. Detail of Grievance

A. Contract Provision Allegedly Violated _____

B. Date of Alleged Violation _____

3. Settlement requested:

I hereby request the initiation of Formal Grievance Procedure. The Exclusive Representative will represent me in all future proceedings with the Board and/or Arbitrator regarding the above-mentioned Grievance.

Signature of Grievant

Signature of Exclusive Representative

APPENDIX E

HOURLY RATES SCHEDULE

All assignments and activities, as well as duty hours, must be pre-approved by the School District.

Assignment/Activity 2021-2023	Hourly Rate
Curriculum Writing	\$35.00
ESY Summer School	\$48.00
Moving Classrooms	\$20.00
Participation in a Staff Development Class or Workshop	\$28.00
School Project Work	\$20.00
Targeted Services School Year/Summer School	\$35.00
Teaching a Staff Development Class	\$30.00

APPENDIX F

STIPENDS AND REIMBURSEMENTS

Section 1. International Society for Technology in Education:

The School Board will compensate any teacher who receives certification (Capstone I and II) from the International Society for Technology in Education (ISTE) an additional \$1,000.00 stipend annually. Beginning with the 2009-10 school year, the stipend payment will be made on June 15th of each year for certification received by the District Office prior to June 1st of that year, to a maximum of \$5,000.00. The total dollar amount set aside by the School Board for the ISTE stipends will not exceed \$6,000.00 annually; if more than six (6) teachers qualify for this stipend during any one year, the \$6,000.00 will be divided evenly between the qualifying teachers for that year.

Teachers who retire, resign, or are terminated will no longer receive an ISTE or National Board stipend.

Section 2. National Board of Teaching:

The School Board, in cooperation with the Exclusive Representative, will compensate any teacher who receives a National Board of Professional Teaching Standards certification an additional stipend of \$2,000.00 annually for five (5) years).

Section 3. Licensure Pay:

Speech Language Pathologists shall be reimbursed by the School District for their licensure fee that enables the School District to generate revenue for third-party billing of students they serve in special education. This licensure is beyond their license requirements to perform their teaching duties.

Speech Language Pathologists hired after January 1, 2004, must have the required license for third-party billing or complete the licensure requirements within three years after their employment date with the School District in order to retain their teaching position in the School District.

The School District will reimburse teachers who are required to hold a license beyond their primary teaching license in order to allow the School District to generate revenue for the services they provide beyond the basic funding formula. This would include vocational services and third-party billing services.

Section 4. Building Leadership Team Compensation:

Teachers participating as a Building Leadership Team member will be compensated a stipend of \$1,215.00 annually. Payments will be made in equal installments beginning in October and ending in May, as part of the payroll process. Compensation will be pro-rated for part-time members, members on an unpaid leave of absence, or members not completing their full annual term.

The total dollar amount for Building Leadership Team compensation will not exceed \$48,000.00.

LETTER OF UNDERSTANDING #1

LEARNING RESOURCE TEACHER

The Exclusive Representative and Independent School District 206 agree as follows:

LEARNING RESOURCE TEACHER

Background: Services can be provided in any elementary and secondary school in an effort to enhance student learning or support the academic programming of the District.

LRT's will:

- assist students by offering support to meet their academic needs.
- utilize evidence-based strategies/programs as their instructional tools as directed by the Director of Student Support Services or will follow the District curriculum as assigned.
- may be considered as a means to reduce class sizes to meet the guidelines set forth in Article IV, Sections 1 and 2 of the Master Agreement with mutual agreement between the District and EMA leadership.
- complete observations and evaluations as required
- work with their direct supervisor and will establish work year calendar and daily schedule, duties.
- provide direct teaching instructions for assigned students by completing instructional lesson planning and strategy development.
- complete formative evaluations of students as directed.
- participate in meetings and trainings as assigned.
- attend Parent Teacher conferences as requested (for which the LRT will be compensated at his/her hourly rate of pay).

1. LRTs are required to hold a current Minnesota teaching license.
2. The School District may access a maximum of 20 LRT positions in a given school year.
3. Rate of Pay: The hourly rate for a learning resource teacher will be as follows:

LRTs		
Step	2021-22	2022-23
1	\$26.66	\$27.19
2	\$27.03	\$27.57
3	\$27.41	\$27.96
4	\$27.79	\$28.35
5	\$28.18	\$28.75
6	\$28.57	\$29.15
7	\$28.97	\$29.56
8	\$29.38	\$29.97
9	\$29.79	\$30.39
10	\$30.21	\$30.82

If an LRT is requested to substitute, the LRT will be paid at his/her rate of pay during this time.

4. Hours and Responsibilities: The Learning Resource Teacher (LRT) shall provide direct instruction to students. The LRT will work in cooperation with the immediate supervising administrator and the classroom teacher/s to establish a work year calendar, position duties and daily schedule. The LRT may be assigned to work a maximum of five and one half (5.5) hours per school day and will not exceed 183 days.

The LRT will be provided preparation time that is equivalent to preparation time provided to the classroom teachers. The LRT will have identified specific number of hours and days to be worked during a calendar year. The LRT will have availability to TOPS days during the school year. The days may vary depending on the demands of the assigned grade levels.

5. Job Placement Limits: An LRT position may not replace a classroom teacher that is under contract with the school district.
6. Seniority: Seniority shall be defined as the day on which the teacher is hired as an LRT. Teachers hired in the LRT Program will not accumulate seniority on the regular teacher seniority list-

In the event of reduction in the number of LRTs the ULA process defined in Article VII will be followed.

7. School Closings: LRTs will follow the practices as defined by Board policy 315.
8. Sick Leave: Prior to 7/1/2012 and effective as of 7/1/2018, all LRTs shall earn up to thirteen (13) days of sick leave for each year of service in the employ of the School District. Each LRT will be eligible for a Sick Leave Buy Back for unused days beyond 30, to a maximum number of 5 (five) days per year at a rate of \$100.00 per day. Payment for unused sick leave days will be made on the July 15th paycheck of that calendar year for the previous school year.

The sick leave will be determined at an hourly rate based on their regular daily work schedule. Unused sick leave may be accumulated to 30 working days which will be determined at an hourly rate.

9. Unpaid Leave: An LRT may be granted unpaid leave by the School District for situations which are not covered under the conditions of employment of this Agreement. The School District retains the right to allow the person to make up the missed hours or days with pay at a later date.
10. Family and Medical Leaves: Family and medical leaves will be granted in accordance with the current Master Agreement between the School District and Education Minnesota Alexandria.
11. Benefits: Learning Resource Teachers shall not be eligible to participate in district insurance programs offered by the district or other benefit programs provided within this Master Agreement.
12. Impact to Current Staff: The LRT Program will not negatively impact the teaching status (full time equivalent assignment) of any current employed teacher. LRT's may apply for regular classroom positions but cannot bid on the positions.

Education Minnesota-Alexandria

Independent School District 206

President

Chairperson

Negotiation Team Chairperson

Clerk

Date

Date

LETTER OF UNDERSTANDING #2

A-Comp Agreement

This Letter of Understanding is entered into between Alexandria Public Schools and Education Minnesota Alexandria to indicate that both sides have worked together to develop an alternative compensation plan (A-Comp). The A-Comp plan, given ratification by EMA members by a simple majority vote of members present and District School Board Approval, and approval by the Minnesota Department of Education would then commence with the school year and/or the identified school year approved by the Minnesota Department of Education.

The Alexandria Public School District and EMA hereby agree that:

- A committee consisting of teachers, building administrators, Assistant Superintendent, and the Human Resources Director will meet on a quarterly basis to review and refine the A-Comp (Q-Comp) plan to ensure successful implementation of the plan in the Alexandria School system.
- The committee will be cognizant of any deadlines or program requirements and will adhere to them in order for the plan to be approved and ready for the implementation each school year.
- The extra financial resources available to the District because of the A-Comp program will be used to support instructional coaches and other program needs. A portion of the dollars will be used as incentives to staff members when they achieve the pre-established goals required by the A-Comp planning committee. Any A-Comp monies unspent in a fiscal year shall be accumulated and available for use in the succeeding year or years for A-Comp plan activities.
- Should there be any changes to the A-Comp Statutes (MN Stat. 122A.40), both parties agree to discontinue all provisions of A-Comp unless an alternative agreement is reached. The discontinuation shall occur on June 30th of the last year the current statute is in effect with all funds accounted for upon completion if the District audit. Changes to the A-comp program must be made by mutual agreement of the Union and District.
- Should the Union and the District agree to end participation in A-Comp, all performance pay will be paid per the LOU. The salary schedule will remain in full force and effect and will revert to the original language as provided in the Master Agreement. Teachers will revert back to annual step movement with the starting point for determining future steps being the current step earned through the A-Comp program.
- All teachers as defined in the Master Agreement are eligible and must participate as determined in the A-Comp plan.
- The teachers' salary schedule shall continue to be negotiated as part of the Master Agreement and that schedule will continue to be intact for the life of the agreement.

The A-Comp plan, assuming all requirements are met, is the teacher development and evaluation plan used by Alexandria Public Schools and Education Minnesota Alexandria. The Alexandria Public School District and EMA agree to the terms of this Letter of Understanding through the conclusion of this contract. The District and EMA may mutually agree to extend and update this document at that time.

Education Minnesota-Alexandria

Independent School District 206

President

Chairperson

Negotiation Team Chairperson

Clerk

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING #1
Between Independent School District #206
and Education Minnesota Alexandria

This MOU will be reviewed every negotiations contract session.

In the event that a teacher has a request/situation that is in direct conflict with the ARTICLES, Sections or Subdivisions of the Master Agreement, he/she may utilize the following process to possibly receive approval to the request/situation:

1. The teacher will first approach the Executive Board, or his/her designee, with his/her request, prior to the event/situation occurring.
2. Said situation shall not involve an issue that is disciplinary in nature to the teacher.
3. The Executive Board will determine if the EA will support bringing a Memorandum of Understanding (MOU) in support of the teacher's request to the Superintendent to present to the Board of Education for consideration. The Executive Representative will be responsible for bringing the item forth, not the teacher involved.
4. The Superintendent or Board of Education can reject the proposal without reason and the situation is not subject to the grievance process.

MEMORANDUM OF UNDERSTANDING #2

**Between Independent School District #206
and Education Minnesota Alexandria**

The Exclusive Representative and Independent School District 206 agree that they have contract language that addresses Teachers with Standard Teaching license and internal credits. The School District agrees that it is in the best interest of the School District and staff covered by this agreement to form a committee that will review, discuss and work in a collaborative manner to identify concerns and problem-solve solutions related to internal credits.

THEREFORE, the School District and EMA hereby agree that:

1. School District representatives will meet with EMA representatives to review all internal credit language in the contract to assess the relevance for this and future contracts.
2. This joint committee will make recommendations regarding internal credits to their respective boards for future action.
3. Nothing in this MOU will be binding to contract language beyond the agreement to meet, review and recommend information related to internal credits.
4. Nothing in this MOU will limit the current rights available to the School Board, administration, or EMA members.

Independent School District #206

Education Minnesota Alexandria

Superintendent

EMA President

**LIST OF IMPORTANT DEADLINE DATES IN MASTER
AGREEMENT FOR TEACHERS TO BE AWARE OF**

3 Months Prior to Adoption Leave	Apply for Adoption Leave
3 Months Prior to Child Care Leave	Apply for Child Care Leave
On or before September 1 and February 1	Submit lane change paperwork to the District Office
Within 20 days of Posting Seniority Lists	Submit challenge to Seniority List information
On or before February 1	Submit letter of retirement
On or before March 1	If eligible, submit request to participate in shared teaching arrangement in the upcoming year
14 days prior to agreed upon date of return	Teachers on child care leave for less than one year shall notify the Superintendent 14 days prior to the agreed upon date of return of intent to return.
On or before March 1	If eligible, submit written request for leave of absence for upcoming year
On or before May 15	Submit written request to District Office indicating desire to be paid for unused personal leave days.
On or before June 1	For teachers at MA+40/BA+107, submit to District Office for compensation the internal credits earned in the previous 12 months.
On or before June 1 (of odd-numbered years)	Submit written request for a new co-curricular position or for review of a current position.
On or before June 10	If offered an extended contract, a teacher must notify the School District's Human Resource Director by June 10 if they will accept or reject the extended contract.
Prior to Childbirth/Adoption	Complete beginning of disability forms or FMLA form.

MEMO OF UNDERSTANDING

Substitute Teacher - Daily Rate of Pay

The Exclusive Representative and the School District hereby agree as follows:

1. Teachers who are in a substitute role during a lunch or prep period shall turn in a time card relative to the time worked based on their daily rate of pay. Daily rate of pay is calculated as defined in Article IX, Section 3. Approval by the building principal is required.
2. This agreement shall take effect Monday, December 6, 2021 and expire on June 30, 2022 and shall have no force or effect thereafter unless so agreed, in writing, by the Exclusive Representative and the School District.

Education Minnesota Alexandria



President



Negotiation Team Chairperson

12-2-21

Date

Independent School District 206



Chairperson



Clerk

12-2-21

Date